

Town of

WATERTOWN



2004 Annual Report

Town of Watertown

2004 Annual Report



The Town Seal
Designed by Charles Brigham, Architect

Story of the Watertown Seal

On the Watertown seal is a picture of an English Colonist and an Indian exchanging, as peace tokens, bread for fish. Capt. Roger Clap, who landed at Nantusket Point in 1630, and rowed up Charles River to Gerry's Landing with the first party of Watertown Colonists, records the following story of the trip:

"We went up Charles River until the river grew narrow and shallow, and there we landed our goods with much labor and toil, the bank being steep and night coming on.

"We were informed that there were hard by us three hundred Indians. One Englishman that could speak the Indian language (an old Planter) went to them and advised them not to come near us in the night; and they harkened to his counsels, and came not, I myself was one of the sentinels that first night. Our Captain was a Low Country soldier, one Mr. Southcot, a brave soldier.

"In the morning some of the Indians came and stood at a distance off, looking at us, but came not near us; but when they had been a while in view, some of them came and held out a great Bass toward us; so we sent a man with a Bisket, and changed the Cake for a Bass. Afterwards they supplied us with Bass, exchanging a Bass for a Bisket Cake, and were very friendly to us.

"O dear children! Forget not what care God had over his dear servants, to watch over and protect us in our weak beginnings. Capt. Squeb turned ashore us and our goods, like a merciless man, but God, ever our merciful God, took pity on us; so that we were supplied, first with a boat, and then caused many Indians (some hundreds) to be ruled by the advice of one man not to come near us. Alas, had they come, how soon might they have destroyed us! I think we were not above ten in number. But God caused the Indians to help us with fish at very cheap rates."

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Voting Results

Watertown Elected Officials



Town Council President & Member of the School Committee

Pamela Piantedosi

Council at Large

Marilyn M. Petitto Devaney

Susan G. Falkoff

John H. Portz

Mark Sideris

District A Councilor

Salvatore Ciccarelli

District B Councilor

Gus Bailey

District C Councilor

Stephen A. Romanelli

District D Councilor

Frederick L. Pugliese

School Committee

Eileen Hsu-Balzer

William G. Oates

Anthony P. Paolillo

Laurie J. Mastrangelo McManus

Stephen Messina

John D. Quinn

Library Trustee

Katherine H. Button

Michael J. Hanlon, Jr.

Lucia H. Mastrangelo

Ann F. Bloom

Gracemarie V. LeBlanc

Raya Stern

Boards and Commissions

Board of Appeals

John W. Marshall
Anthony D. Furia
Elaine V. Grey
John J. McCarthy, Jr.
Harry J. Vlachos

Board of Appeals Alternate Member

Melissa Santucci
John Gannon

Board of Assessors

Joseph B. Darby, III
Pamela K. Davis
Chair, Town Assessor

Planning Board

John B. Hawes
Linda Tuttle-Barletta
G. Jack Zollo
Juana Salazar
Jeffrey W. Brown

Conservation Commission

Marylouise Pallotta McDermott
Leo G. Martin
Nancy Hammett
Charles Bering
Louis Taverna
Bonnie Potoki
Patrick Fairbairn

Department of Justice – Grant Advisory Board

Laura Kurman
Chief Edward P. Deveau, Watertown Police
Captain Thomas Rocca, Watertown Police
Elaine Paradis
Patricia Casey

Election Commissioners

George Bogosian
Gertrude Broderick
Curtis A. Whitney
Demos Zevitas

Board of Health

Dr. Marvin Mitchell
Barbara D. Beck, Ph.D.
Dr. John H. Straus
Mary E. Colpoys, M.D.

Licensing Board

Robert J. Whitney
Donna B. Doucette, Chair
George Newman

Alternate Member

Sandra Hoffman

Watertown Housing Authority

David Dalla Costa (Tenant Representative)
E. Joyce Munger, Chair
Leslie C. Whitney (State Appointee)
John O'Leary (Labor Representative)
Allen Gallagher

Watertown Arsenal Development Corporation

John S. Airasian
James I. Bean
Roberta A. Miller
Alison B. Carnduff
Joseph J. DiVico
James E. McDermott
Councilor Mark Sideris
Councilor Sal Ciccarelli
Councilor John Portz

Bicycle Committee

Peter Brooks
Janet Jameson
Deborah D. Peterson
Maria Saiz
B. Bonnie Baranowski
Sheila Fay

Building Committee

Gregory P. Watson
Dr. Steven Hiersche
Joan Romanelli
Stephen Messina
Joseph Porcaro
Councilor Mark Sideris
Louis M. Taverna
George Whittie, Ex Officio
Allie Altman

Cable Television Advisory Committee

Stephen Corbett
Chester Jenkins
Alfred Gasper
Gary Schwartz
Linda Tracy
Robert Kaprielian
Tony Paolillo
William Oates
Alan Epstein

Asa Pratt Fund

Donald MacDonald
Raya Stern
G. Jack Zollo

Commission on Disability

Brian Charlson
Councilor Marilyn Petitto Devaney
Albert Gayzagian
Alex Liazos
Diana Shepard
George Donahue
Carol Menton
Andrea Greenwood
Theresa Spillane

Council on Aging

Harold Bejcek
Betty Finnell
Patricia Gold
Dorothy Fleming
Barbara Zenn Rediker
Christopher Hursh
Jane Stadolnik
Marie A. Morello
Mary T. Keenan

Historical Commission

Victoria J. Carter
Roger Erickson
Natalie Zakarian
John L. Piantedosi
Henrietta P. Light
David J. Russo, Jr.
Roberta Lane
Marilynne K. Roach

Cultural Council

Ruth Rappaport
Len Gittleman
Janet Mendelsohn
Ilyse Robbin Mohr
Rich Mohr
Sarah Newhouse
Paula J. Chase
Roland Jay Williston
KariAnne Kulig
Shaunna Harrington
Rena Baskin

Watertown Housing Partnership

Gregory P. Watson
Director of Community Development
and Planning
Mary C. Crain
Senior Planner, Community Development
and Planning
Thomas Wade
Watertown Housing Authority
James Barwell
David Leon

Watertown Recycling Advisory Group

Sue Tamber, Deputy Superintendent
Department of Public Works
Charles C. Bering
Martin Lerman

Watertown Traffic Commission

Chief Edward P. Deveau, Chair
Police Department
Chief Mario A. Orango
Fire Department
Sgt. Jeffrey Pugliese
Traffic Commander
John M. Airasian
John Bartley, Sr., Secretary
Gerald S. Mee, Jr., Superintendent
Department of Public Works
George Pizzuto, Wire Inspector
George E. Whittie
Town Engineer

Watertown Square Study Commission

Rick Thomson
Peter Brooks
Joan Merritt Kraus
Ron Dean
Sandra C Howard
Clinton Knight
Betsy LaMond
Councilor Gus Bailey, Chair
Alex Liazos
Joseph P. MacDonald
Al Gasper
Mike Donham

Ad Hoc Committee (leased buildings)

Councilor Salvatore Ciccarelli
Town Auditor
Gregory P. Watson, Director of Community
Development and Planning

Library Building Committee

Lucia Mastrangelo, Chair
Ann Bloom, Vice-Chair
Raya Stern, Treasurer
Susan Wawrzaszek, Secretary
Patricia Ahern
George Bogosian
Susan Bowen
David Breakstone
Katherine Button
Linda Carroll
Hope Carras
Leone Cole
Janet Fishman
Michael J. Hanlon, Jr.
Joyce Kelly
Gracemarie LeBlanc
Marsha Lenhoff
Cecelia Lenk
Mary Ellen Murphy
Alexandra Quinn
Alice (Betty) Rowan
Beverly Shank
Kay Westcott
Curtis Whitney

Special Ed Program Committee

Councilor John H. Portz
Councilor Frederick L. Pugliese

**Watertown Contributory
Retirement Board**

Robert E. Ford
Town Auditor
R. Wayne MacDonald
Thomas Thibaut, Jr.
James I. Bean

**Environment and
Energy Efficiency Committee**

Lauri Murphy
Liza Ketchum
Lisa Alexander
Sue Tamber
Daniel Grossman
David Breakstone

**Watertown Historic District
Commission**

Harvey Steiner
Linda Sternberg
Margaret Pasulka
Victoria Carter
Audrey Jones Childs
Amleto "Mel" Martocchia
Matthew Petrie

**Public Works Facility
Building Committee**

Janet Buck
D. Richard Pascuzzi
Councilor Mark Sideris
Councilor Stephen A. Romanelli
Councilor Sal Ciccarelli
Gregory P. Watson
Director of Community Development
and Planning
Gerald S. Mee, Jr.
Superintendent of Public Works

**Coolidge School Reuse
Advisory Committee**

John Bartley, Sr.
Christine M. Bellis
Joan Merritt Kraus
Lucia H. Mastrangelo
Michael Sherman
Curtis Whitney
Town Councilor Salvatore Ciccarelli
G. Jack Zollo, Planning Board Member
Gregory P. Watson, Director of Community
Development & Planning

9- 11 Committee

Robert Erickson, Veterans Agent
E. Joyce Munger
Geraldine M. Britner
Lucia H. Mastrangelo
Captain Gene Merullo, Watertown
Fire Department
Officer Rick Munger, Watertown
Police Department

Cable Access Advisory Board

Robert Kaprielian
Michael A. Conway
G. Jack Zollo
Paul Michael Noftsker
William Oates
Steven L. Singer
Elyse G. Stoner
Steven W. Aylward
Allie Altman

Open Space and Recreation Plan Update Task Force

Susan Falkoff	Town Council Representative
Anthony Paolillo	School Committee Representative
Juana Salazar	Planning Board Representative
Gerald S. Mee, Jr.	Superintendent of Public Works
Thomas J. Sullivan	Director of Recreation
Charles Bering	Conservation Commission Representative
Leo Martin	Conservation Commission Representative
Roger Erickson	Historical Commission Representative
Peter Brooks	Bicycle Committee Representative and Citizen at Large

Department Heads

**Gregory P. Watson, Director,
Community Development and Planning**

Administration Building
149 Main Street
Watertown, Massachusetts 02472
Work: (617) 972-6417
FAX: (617) 972-6484

Leone E. Cole, Library Director,

Watertown Free Public Library
123 Main Street
Watertown, Massachusetts 02472
Work: (617) 972-6434
FAX: (617) 926-4375

**Dr. Steven A. Hiersche, Ed.D,
Superintendent of Schools**

Watertown Public Schools
30 Common Street
Watertown, Massachusetts 02472
Work: (617) 926-7700
FAX: (617) 926-9759

Daniel A. Loughlin, Town Assessor

Administration Building
149 Main Street
Watertown, Massachusetts 02472
Work: (617) 972-6410
FAX: (617) 972-6404

Robert Erickson, Veterans Agent

Administration Building
149 Main Street
Watertown, Massachusetts 02472
Work: (617) 972-6416
FAX: (617) 972-6403

Gayle M. Shattuck, Personnel Director

Administration Building
149 Main Street
Watertown, Massachusetts 02472
Work: (617) 972-6443
FAX: (617) 972-6404

John E. Flynn, Town Clerk

Administration Building
149 Main Street
Watertown, Massachusetts 02472
Work: (617) 972-6486
FAX: (617) 972-6403

**Caryl L. Fox, Director,
Council on Aging**

Senior Center
30 Common Street
Watertown, Massachusetts 02472
Work: (617) 972-6490
FAX: (617) 972-6493

Edward P. Deveau, Police Chief

Police Department
34 Cross Street
Watertown, Massachusetts 02472
Work: (617) 972-6533
FAX: (617) 972-6409

**Joseph J. Mahoney, Data Processing
Manager**

Administration Building
149 Main Street
Watertown, Massachusetts 02472
Work: (617) 972-6463
FAX: (617) 972-6403

Chief Mario A. Orangio, Fire Chief

Fire Department
99 Main Street
Watertown, Massachusetts 02472
Work: (617) 972-6511
FAX: (617) 972-6575

**Gerald S. Mee, Jr., Superintendent of
Public Works**

Department of Public Works
124 Orchard Street
Watertown, Massachusetts 02472
Work: (617) 972-6421
FAX: (617) 972-6402

**Thomas J. Sullivan, Recreation
Department Director**

Administration Building
149 Main Street
Watertown, Massachusetts 02472
Work: (617) 972-6494
FAX: (617) 972-6403

Thomas J. Tracy, Town Auditor

Administration Building
149 Main Street
Watertown, Massachusetts 02472
Work: (617) 972-6460
FAX: (617) 972-6404

**Phyllis L. Marshall,
Treasurer/Collector**

Administration Building
149 Main Street
Watertown, Massachusetts 02472
Work: (617) 972-6452
FAX: (617) 972-6403

Thomas A. Walsh, Manager

John A. Ryan Skating Arena
1 Paramount Place
Watertown, Massachusetts 02472
Work: (617) 972-6469 Office,
(617) 972-6468 Arena
FAX: (617) 972-6498

Steven J. Ward, Health Director

Administration Building
149 Main Street
Watertown, Massachusetts 02472
Work: (617) 972-6445
FAX: (617) 972-6403

**Nooshi Sassan Robertson,
Purchasing Agent**

Administration Building
149 Main Street
Watertown, Massachusetts 02472
Work: (617) 972-6414
FAX: (617) 972-6403

Town Council

Report of the Town Council — Year 2004

A Report to the Residents of Watertown

The nine members of the Town Council of the City known as the Town of Watertown are elected biennially, in odd numbered years, to serve as the legislative branch of the Town's government. The elected members consist of four (4) District Councilors, four (4) Councilors at Large and a Town Council President who is elected by the at large population. Their principle function is to set policy for the administration of the Town, its general government and programs, adopt an operating budget on recommendations by the Town Manager, and serve as overseers of the various agencies of municipal government. As you will see from this report for calendar year 2004, your Town Council has been actively engaged in the performance of its responsibilities as elected representatives of Watertown's residents.

Council Membership

As a Biennial election took place on November 3, 2003, the following candidates began their two-year term on January 3, 2004: Salvatore Ciccarelli, District A Councilor; Thomas Gus Bailey, District B Councilor; Stephen Romanelli, District C Councilor; Frederick Pugliese, District D Councilor; Marilyn Petitto Devaney, Councilor at Large; Susan G. Falkoff, Councilor at Large; John Portz, Councilor at Large; Mark Sideris, Councilor at Large; Pamela A. Piantedosi, Town Council President; Valerie Pappas, Town Council Clerk.

Highlights of 2004

The Town Council voted the following matters in order to effectuate the most optimal level of services provided to the citizens of Watertown:

- January 27, 2004: the Town Council voted to appropriate \$1,850,000.00 for the sidewalk demolition and reconstruction, repaving, ornamental street lighting and other related landscaping improvements on Main Street starting from Thaxter Street to Watertown Square;
- March 9, 2004: the Town Council voted to amend the Town's Procurement procedures so that the Town remains consistent with new laws passed at the State level specifically relating to procurement contracts;
- March 23, 2004: the Town Council voted to endorse proposed reconstruction of Nonantum Road, including reducing the number of travel lanes and including a tree-lined planting strip to improve pedestrian safety with traffic calming measures;
- July 13, 2004: the Town Council voted to authorize the creation of a revolving fund for the establishment of a public access cable corporation and the building, remodeling and equipping of a new access studio at the Watertown High School;
- January 27, 2004: the Town Council voted to appropriate \$2,800,000.00 for the purpose of renovating, equipping and for technological upgrades to the Watertown High School;



Standing L to R: Frederick L. Pugliese, Stephen A. Romanelli, Marilyn M. Petitto Devaney, Gus Bailey, Valerie Pappas, John H. Portz, Michael J. Driscoll. Seated L to R: Salvatore Ciccarelli, Pamela Piantedosi, Susan G. Falkoff, Mark Sideris.

-
- August 10, 2004: the Town Council voted to amend the Town's zoning ordinances to include section 5.15 Religious/School Building Overlay District to assist with the redevelopment of the former St. Theresa's Church and Rectory;
 - November 9, 2004: the Town Council voted to amend the Town's Demolition Delay Ordinance by extending the demolition delay period for an additional six months, providing for a one-year period to expire from date of passage.
 - The Town Council also re-established the Town's Working Group on Technology and began the process of addressing the Town's needs and the implementation of technological advancements in order to better serve our residents.
 - The Town Council also began to revisit the need to address a comprehensive parking study in an effort to work towards resolve for our residents and businesses.

Acknowledgments

The President and members of the Town Council, individually and collectively, gratefully acknowledge those who have helped in the fulfillment of its mission to serve the people of the City known as the Town of Watertown. We are especially grateful to the Town Manager who continues to provide guidance and assistance with the fiscal responsibility, budgetary process and management of the day-to-day operations of the town.

We also acknowledge with thanks and respect the efforts of each and every Town employee in every department, along with those members who serve on elected and appointed boards, commissions and committees. Their commitment to public service is recognized with pride and gratitude.

To each and every one of the merchants and businesses in our great community, we thank you for your diligence, patience and support. Building a foundation through your professional and cooperative efforts

has resulted in quality services that residents and visitors continue to enjoy.

Our commitment to the citizens of our Town remains constant. Because you have entrusted us as your public servants with your continued support and input, we would like to especially extend our heartfelt gratitude to all residents for making Watertown your home.



T O W N O F W A T E R T O W N

Office of the Town Manager
Michael J. Driscoll



To The Honorable Town Council, Residents and Taxpayers of Watertown:

On behalf of the City, known as the Town of Watertown, its employees and the distinguished members of the Town Council, I am pleased to present to you the Town of Watertown's Annual Report for the calendar year beginning January 1, 2004 and ending December 31, 2004. I believe you will find this annual report both interesting and informative as it recapitulates the accomplishments and achievements of the town for the stated period.

I am pleased to report that the executive and legislative branches of our government, working in tandem, have successfully managed, initiated and expanded a wide array of municipal services while maintaining fiscal discipline. These successes have been made through a commitment to leverage both outside funding sources (Federal, State and Private) and Town funds to improve the quality of life and vibrancy of this community.

The Watertown economy is both strong and well managed, but fiscal restraint must be maintained in order that the successes enjoyed today are not rolled back tomorrow during economic uncertainty. Throughout this report the reader will find detailed narratives discussing programs and initiatives that meet this philosophy. This section below highlights some of the particularly noteworthy achievements of 2004:

- **www.ci.watertown.ma.us** – In January, 2004, the Town unveiled a new website that showcases the Town's past, present and future. The site offers information on Town government and services as well as a calendar of upcoming events, applications for programs and licenses and public service bulletins.
- **A new Fire Chief takes the helm of the department** – On February 26, 2004, Captain Mario A. Orangio was administered the oath of office as Chief of the Department and charged with the task to lead this department into an ever-evolving fire service operation in the 21st century.
- **Open Space and Recreation Plan update** – In March, 2004, a nine-member Task Force was appointed and charged with the updating of Watertown's Open Space and Recreation Plan which was last done in 1996. The Plan acts as the Town's guide to protect and enhance the community's open space, conservation and recreational areas, as well as illustrating its overall environmental condition. The Massachusetts Executive Office of Environmental Affairs requires the Open Space and Recreation Plan to be updated to remain eligible for State funding when available.

- **Locker Room expansion and related improvements to the John A. Ryan Skating Arena** – In April, 2004, the Honorable Town Council approved a transfer in the amount of \$137,000 which, coupled with available monies of \$680,000 would allow for the addition of four locker rooms to the exterior of the Arena (two of these locker rooms would be designated for the Watertown High School boys and girls to use during the high school hockey season). The other two rooms would provide a larger space for visiting teams to use during rental periods. The improvements also include a new water line, heaters in the stands and a relocated Zamboni room.
- **Departmental capital equipment replacement** – In May, 2004, the Honorable Town Council authorized a loan order in the amount of \$965,000 to fund various capital equipment items contained in the Fiscal Year 2004 Capital Improvement Program. The approved loan order allows for the following replacement equipment:

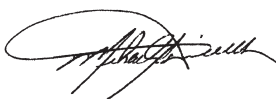
– Aerial Platform Fire Truck	\$700,000
– Street Sweeper	\$115,000
– Optical Fingerprint Scanner	\$ 36,000
– Integrated Telephone System	\$ 33,400

The acquisition of the proposed items is consistent with the Honorable Town Council's priorities of not deferring maintenance and/or recognition of costs of capital equipment facilities and infrastructure to future years.

- **Saltonstall Park's Summer Concerts** – This eight-week concert series has attracted a wide audience of Watertown residents and visitors to experience an eclectic array of musical genres ranging from Jazz to Honky Tonk.
- **Relay for Life** – In June, 2004, the Town of Watertown hosted this American Cancer Society celebration at Victory Field to raise monies to help fund research advocacy efforts and support services. This event raised more that \$70,000 to assist in this stated endeavor.
- **Home Improvement Program** – In July of 2004, the Department of Housing and Community Development awarded the Town a Fiscal Year 2004 Community Development Fund I (CDFI) grant in the amount of \$450,000 from the Massachusetts Community Development Block Grant (CDBG) Program. This grant will assist seniors and those on fixed incomes. The program provides physical improvements to eliminate substandard conditions, addresses such items as energy and accessibility concerns, and provides the invaluable service of technical assistance and a community advocate to help low- and moderate-income individuals navigate the home improvement process. The Town's match for this grant award was \$150,000.
- **Cable Access Corporation – Board of Directors** – The Town and Comcast of Massachusetts executed a ten-year cable television renewal license that will run until January, 2014. One of the provisions of the renewal license is the Town or its designee access corporation shall assume responsibility for the provision of access programming, facilities, staffing and equipment for the residents. To meet the provisions of this license, in August, 2004, nine appointments were forwarded to the Honorable Town Council for its review and confirmation. In September, 2004, the Board of Directors was confirmed and charged with this undertaking.
- **New leadership in Personnel and Assessors** – Ms. Gayle M. Shattuck assumed the position of Personnel Director on February 20, 2004, and Daniel A. Loughlin assumed the position of Chairman of the Board of Assessors in December, 2004.

What has been highlighted is only a sampling of the breadth and width of the Town's activities during 2004. I urge you to peruse this Annual Report to gain greater insight into the myriad of activities of the various Town Departments. I would like to take this opportunity to thank the residents of Watertown, its employees and distinguished members of the Town Council for their dedication and commitment to keeping Watertown a fiscally sound community while still offering the level of service upon which Watertown residents have come to depend.

Sincerely yours,



Michael J. Driscoll
Town Manager

Board of Assessors

In 2004, the Assessing Department continued to work toward the mission of providing fair and equitable assessments for all Watertown taxpayers. To this end, a property sales study and analysis was conducted utilizing all qualified 2003 property sales. In addition, the first six months of property sales from 2004 were also reviewed to determine market trends. The sales analysis revealed that residential property values had increased approximately 10% to 15% during 2003 and continued to increase during the first half of 2004. During the second half of 2004, the residential market showed signs of flattening out, and only a small amount of appreciation is expected for 2005. Commercial property values did not realize a significant increase but had at least shown signs of stabilizing after several years of decline and stagnation. High vacancy rates and lower rental rates still prevail in the office and R&D sector while the retail sector appears to be stabilized.

This trend of rising residential property values and stagnating commercial property values has been evident for several years now in the greater Boston area. Low residential mortgage rates and a limited supply of housing has pushed residential property values to new heights while a recessionary commercial and job market, both regionally and nationwide, has held down

commercial property values. This has the undesirable effect of shifting more of the tax burden onto the residential taxpayer.

In 2003, the state Legislature changed the law to allow a shift of up to 200% of the tax levy for commercial taxpayers to lessen the increase of the tax burden to the residential property owners. Currently, the commercial taxpayers in Watertown are paying \$19.90 per thousand dollars of assessed value while residential taxpayers are paying \$10.35. The \$19.90 commercial rate is 175% of the flat tax rate of \$11.37 while residential taxpayers are paying 91% of the flat tax rate. The flat rate is simply the tax rate per thousand if there were no commercial shift.

While residential taxpayers are paying a much lower tax rate than commercial taxpayers, they are also eligible to receive the residential tax exemption worth \$883. For fiscal 2004, 5,000 residential taxpayers received the exemption out of 8,700 residential properties. An internal audit of assessment files identified an additional 750 residential properties that may qualify for the exemption. An informational mailer is being sent in early 2005 to inform those taxpayers of the eligibility requirements and encouraging them to file an application.

In addition, there are a number of statutory exemptions that are available to certain qualifying taxpayers. All of these exemptions are at their maximum allowable amounts under the law:

Clause

22	10% (or greater) Disabled Veteran	\$ 500
22E	100% Disabled Veteran	\$1,200
17D	Surviving Spouse/minor child or Elderly Person	\$ 350
37A	Blind Person	\$1,000
41C	Qualified Senior Citizen (65 +)	\$1,000

Among the goals and objectives set by the Board of Assessors for 2005 is an increased commitment to providing taxpayers with information through the Town's website, mailers, news articles, cable television and public appearances.

In August of 2004, Pamela Davis, Chairman of the Board of Assessors, left the Assessors Office and was replaced by Daniel A. Loughlin, formerly of the Sudbury Assessors Office.

FISCAL YEAR	2004 (7/1/03 – 6/30/04)	2005 (7/1/04 – 6/30/05)
Residential	\$10.35	Not Available *
Commercial	\$19.90	
Industrial	\$19.00	
Personal Property	\$19.90	
RESIDENTIAL EXEMPTION	\$882.76	

Valuations:

Residential	\$3,753,239,748
Commercial	\$ 644,671,084
Industrial	\$ 250,261,450
Personal Property	\$ 131,431,402
Exempt	\$ 313,552,256

*Note: Fiscal 2005 property assessments and tax rates were not finalized at the time this was report was submitted.

Treasurer/Collector/Parking Clerk

This Report on the Treasurer/Collector/Parking Clerk Office covers Fiscal Year 2004, July 1, 2003 to June 30, 2004. Schedules of Selected Financial Information, Major Categories of Receipts and Debt Principal and Interest are shown. During FY 2004, bond principal payments were \$2,727,720 and long-term interest payments were \$1,123,539 for a total permanent debt service of \$3,851,259.

Total debt principal balance was \$31,086,000 as of June 30, 2004.

Short-Term borrowings for fiscal year 2004 were as follows:

Bond Anticipation Note (BAN):

Outstanding 7/01/04 \$23,530,000

Short-Term Interest paid in FY 2004 was \$483,344 at a net interest cost of 1.6100%. BAN's are primarily used to generate revenue needed to begin funding capital projects before permanent borrowing (Bonds) are issued. BAN's generally cost less to issue than Bonds and can be rolled over for one year.

Watertown continues to have a high rate of Real Estate Tax collections. The rate of collection for FY 2004 Property Taxes, as of June 30, 2004, was 98.5%.

As of June 30, 2004 the following FY 2004 taxes and user charges were unpaid:

Real Estate	\$ 821,358
Personal Property	\$ 369,718
Motor Vehicle	\$ 252,601
Boat	\$ 1,828
Water	\$ 243,506
Sewer	\$ 438,413
Commercial Refuse	\$ 14,810

FY 2004 Selected Financial Information

July 01, 2003 – June 30, 2004

DEBT BALANCE (6/30/04)	\$31,086,000
Brought Forward (July 01, 2003)	\$31,082,817
Cash Received	135,010,523
Cash Paid Out	<u>132,133,974</u>
Ending Balance (June 30, 2004)	\$33,959,366

CASH MANAGEMENT

Interest Income	\$183,608
Short-Term Interest Paid	<u>483,344</u>
Net	(\$299,736)

OTHER INTEREST

Tax Titles	\$36,631
Late Payments	<u>173,344</u>
TOTAL	\$209,975
Total Interest Income	\$393,583
Total Short-Term Interest Expense	<u>483,344</u>
Net Interest Income	\$(89,761)

TAX TITLES

Brought Forward (July 01, 2003)	\$281,776
Tax Takings	95,067
Subsequent Taxes	208,112
Redemptions	(186,650)
Foreclosures	
Ending Balance (June 30, 2004)	<u>\$398,305</u>

MAJOR CATEGORIES OF RECEIPTS

Property/Excise Taxes	\$56,666,891
Intergovernmental	10,976,334
Water/Sewer/Commercial	9,929,808
Departmental	2,097,645
Interest Earnings	393,583
Parking Fines	423,765
Parking Meters	198,543
License and Permits	198,848
Payments in Lieu of Taxes	1,521,198
Penalty Interest & Costs	219,404

FY 2004 Principal and Interest Payments

SALE DATE	BONDED AMOUNT	PURPOSE	BALANCE 07/01/2003	PRINCIPAL PAYMENT	INTEREST PAYMENT	BALANCE 06/30/2004	Double Check
Oct-96	1,896,000	Remodeling – Town Buildings/Parks	471,000	235,000	16,733	236,000	
	1,114,000	Water Meters/Equipment	274,000	140,000	9,655	134,000	
Aug-97	8,055,000	Lowell School	6,030,000	405,000	290,604	5,625,000	
Oct-98	12,469,000	School (Exempt)	9,825,000	655,000	411,013	9,170,000	
	1,216,000	School(Non-exempt)	955,000	65,000	39,858	890,000	
	575,000	School (Gym)	450,000	30,000	18,825	420,000	
	795,000	Computer	155,000	155,000	3,100	0	
May-99	338,608	MWRA(Water)	67,722	67,722	0	0	
	1,463,000	Fire Station	765,000	165,000	27,740	600,000	
	188,000	Library	100,000	20,000	3,660	80,000	
Nov-00	1,850,000	Skating Arena	1,600,000	125,000	75,219	1,475,000	
	1,692,200	Remodeling – Town Buildings	1,500,000	100,000	71,475	1,400,000	
	1,400,000	Recreation (03/09/99)	1,200,000	100,000	56,175	1,100,000	
	956,800	Planning (Town Buildings)	475,000	240,000	16,396	235,000	
	619,800	Departmental Equipment (04/13/99)	305,000	155,000	10,509	150,000	
	215,200	Departmental Equipment (09/28/99)	105,000	55,000	3,584	50,000	
	204,000	Recreation 2 (04/13/99)	170,000	15,000	7,926	155,000	
New Issue							
Nov-03	800,000	Remodeling – E & N Fire Stations	0	0	14356	800,000	
	455,000	Remodeling Town Buildings	0	0	7904	455,000	
	1,246,000	Outdoor Recreational Facility	0	0	20,785	1,246,000	
	948,000	Planning DPW Facility	0	0	10,665	948,000	
	654,000	Equipment	0	0	7358	654,000	
	39,150,608*	TOTALS	24,447,722	2,727,720	1,123,539	25,823,000**	

* 35,047,608 FY04 Total NET of New Issue

** 21,720,000 FY04 Total NET of New Issue

Town Auditor

Schedule A

COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF REVENUE
DIVISION OF LOCAL SERVICES

ANNUAL CITY AND TOWN FINANCIAL REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2004

CITY/TOWN OF: **WATERTOWN**
ADDRESS: 149 Main St.
Watertown, MA 02472

This report is based upon the fund account activity descriptions from the Uniform Massachusetts Accounting System (UMAS) of the Massachusetts Department of Revenue. Please report data for the fiscal year ended June 30, 2004. Data supplied in this report will be used by the Department of Revenue, other State and Federal Agencies, and public interest groups. The information will also be furnished to the U.S. Census Bureau. Please read instructions carefully before completing your Schedule A. For assistance, please call your Bureau of Accounts Field Representative.

PART I GENERAL FUND REVENUES AND OTHER FINANCING SOURCES (FUND 01)		
Account Number	Item Description	Amount (Omit Cents)
	A. Taxes	
4110	Personal Property Taxes	2,289,682
4120	Real Estate Taxes	51,037,723
4150	Excise Taxes	3,339,486
4179	Penalties and Interest	173,344
4180	In Lieu of Taxes	1,521,198
4191	Other Taxes - Hotel/Motel	32,618
4198	Urban Redevelopment Excise	
4199	Other Taxes	211,049
	A. TOTAL TAXES (NET OF REFUNDS)	58,605,100
	B. Charges for Services/Other Departmental Revenues	
4211	Water Charges	
4212	Other Utility Charges	
4229	Other Charges	
4243	Parking Charges	
4244	Park and Recreation Charges	307,372
4246	Sewerage Charges	
4247	Trash Collection Charges	33,553
4248	Transit Charges	
4370	Other Departmental Revenues	1,756,722
	B. TOTAL CHARGES FOR SERVICES/OTHER DEPARTMENTAL REVENUES	2,097,647
	C. Licenses, Permits and Fees	
4322	Fees Retained From Tax Collections	
4400	Licenses and Permits	198,848
	C. TOTAL LICENSES, PERMITS AND FEES	198,848
	D. Federal Revenue	
4540	Unrestricted - Direct	
4580	Unrestricted - Through the State	163,772
	D. TOTAL FEDERAL REVENUE	163,772
4600	E. TOTAL REVENUES FROM STATE	11,090,918
	F. Revenues From Other Governments	
4695	Court Fines	
4720	Received From the County for Services Performed	
4730	Received From Other Municipalities for Services Performed	24,515
	F. TOTAL REVENUES FROM OTHER GOVERNMENTS	24,515
4750	G. TOTAL SPECIAL ASSESSMENTS	
4770	H. TOTAL FINES, AND FORFEITURES	774,105
	I. Miscellaneous Revenues	
4800	Miscellaneous Revenues	225,075
4820	Earnings on Investments	183,608
	I. TOTAL MISCELLANEOUS REVENUES	408,683
	TOTAL GENERAL FUND REVENUES	73,363,588
4990	J. TOTAL OTHER FINANCING SOURCES	210,075
	TOTAL GENERAL FUND REVENUES AND OTHER FINANCING SOURCES	73,573,663
	K. Interfund Operating Transfers	
4972	Transfers From Special Revenue Funds	785,000
4973	Transfers From Capital Projects Funds	
4975	Transfers From Enterprise Funds	1,916,020
4976	Transfers From Trust Funds	15,000
4977	Transfers From Agency Funds	
	K. TOTAL INTERFUND OPERATING TRANSFERS	2,716,020
	TOTAL GENERAL FUND REVENUES, OTHER FINANCING SOURCES, AND INTERFUND OPERATING TRANSFERS	76,289,683

Part II General Fund Expenditures and Other Financing Uses (Fund 01)						
Account Number	Object of Expenditure	General Government (100)				
		Legislative	Executive	Accountant/ Auditor	Collector	Treasurer
5100	Salary and Wages	66,388	198,896	218,567		238,712
5700	Expenditures	32,347	53,742	68,467		74,547
5800	Construction					
5800	Capital Outlay					
	TOTAL	98,735	252,638	287,034	0	313,259
Account Number	Object of Expenditure	Law Department Town/City Counsel	Public Building/ Properties Maintenance	Assessors	Operations Support	License and Registration
5100	Salary and Wages		47,293	169,611		
5700	Expenditures	233,438	138,868	68,932		
5800	Construction		8,282			
5800	Capital Outlay					
	TOTAL	233,438	194,443	238,543	0	0
Account Number	Object of Expenditure	Land Use	Conservation Commission	Other		
5100	Salary and Wages			1,183,389		
5700	Expenditures			430,684		
5800	Construction					
5800	Capital Outlay			580,731		
	TOTAL	0	0	2,194,804		
Account Number	Object of Expenditure	Public Safety (200)				
		Police	Fire	Emergency Medical Services	Inspection	Other
5100	Salary and Wages	5,406,953	5,883,312			6,239
5700	Expenditures	275,832	255,310			1,176
5800	Construction					
5800	Capital Outlay	167,291	45,333			
	TOTAL	5,850,076	6,183,955	0	0	7,415
Account Number	Object of Expenditure	Education (300)				
		Education				
5100	Salary and Wages	19,588,498				
5700	Expenditures	7,201,821				
5800	Construction					
5800	Capital Outlay	51,750				
	TOTAL	26,842,069				
Account Number	Object of Expenditure	Public Works (400)				
		Highway/Streets Snow & Ice	Highway/Streets Other	Waste Collection & Disposal	Sewerage Collection & Disposal	Water Distribution
5100	Salary and Wages	116,110	861,434	13,120		
5700	Expenditures	501,427	290,803	2,853,242		
5800	Construction					
5800	Capital Outlay	12,777				
	TOTAL	630,314	1,152,237	2,866,362	0	0
Account Number	Object of Expenditure	Parking Garage	Street Lighting	Other		
5100	Salary and Wages			932,400		
5700	Expenditures		231,178	887,606		
5800	Construction					
5800	Capital Outlay			62,307		
	TOTAL	0	231,178	1,882,313		
Account Number	Object of Expenditure	Human Services (500)				
		Health Services	Clinical Services	Special Program	Veterans' Services	Other
5100	Salary and Wages	308,838		145,672	40,199	
5700	Expenditures	50,559		33,952	45,590	
5800	Construction					
5800	Capital Outlay					
	TOTAL	359,397	0	179,624	85,789	0

Part II General Fund Expenditures and Other Financing Uses (Fund 01)						
Account Number	Object of Expenditure	Culture and Recreation (600)				
		Library	Recreation	Parks	Historical Commission	Celebrations
5100	Salary and Wages	1,249,556	273,376			
5700	Expenditures	427,151	108,959			
5800	Construction					
5800	Capital Outlay	13,958	2,548			
	TOTAL	1,690,665	384,883	0	0	0
Account Number	Object of Expenditure					
		Other				
5100	Salary and Wages					
5700	Expenditures					
5800	Construction					
5800	Capital Outlay					
	TOTAL	0				
Account Number	Object of Expenditure	Debt Service (700)				
		Retirement Of Debt Principal	Interest on Long-Term Debt	Interest on Short-Term Debt	Other Interest	
5900	TOTAL	2,727,722	1,123,535	483,344		
Account Number	Object of Expenditure	Unclassified (900)				
		Workers' Compensation	Unemployment	Health Insurance	Other Employee Benefits	Court Judgments
	TOTAL	445,885	25,634	7,013,834	620,458	
Account Number	Object of Expenditure	Other Insurance	Intergovernmental Assessments	Retirement	Other	
	TOTAL	380,553	3,062,879	5,423,689	17,189	
Account Number	Object of Expenditure	Total General Fund Expenditures				
						Total
5100	Salary and Wages					36,948,563
5700	Expenditures					14,265,631
5800	Construction					8,282
5800	Capital Outlay					936,695
5900	Debt Service					4,334,601
	Unclassified					16,990,121
	TOTAL GENERAL FUND EXPENDITURES					73,483,893
		Transfers / Other Financing Uses				
5960	Transfers To Other Funds					770,435
5990	Other Financing Uses					
	TOTAL TRANSFERS AND OTHER FINANCING USES					770,435
TOTAL GENERAL FUND EXPENDITURES AND OTHER FINANCING USES						74,254,328

Part III		Special Revenue Funds									
Account Number	Item Description	Federal Grants									
		Federal General Government Grants	Federal Public Safety Grants	Federal Public Works Grants	Federal Education Grants	Federal Emergency Management Agency (FEMA)	Federal Culture & Recreation Grants	Federal Community Development Block Grants	Other Federal Housing and Urban Development Grants	Other Federal Grants	Total Federal Grants
4100	REVENUES										
4200	Taxes and Excises										0
4500	Charges for Services										0
4600	Federal Revenue		291,682		2,685,375	7,226		187,394			3,171,677
4800	State Revenue										0
4820	Miscellaneous Revenue										0
	Earnings on Investments										0
	TOTAL REVENUES	0	291,682	0	2,685,375	7,226	0	187,394	0	0	3,171,677
	OTHER FINANCING SOURCES										
4910	Bond Proceeds										0
4970	Transfers From Other Funds		1,776								1,776
4990	Other Financing Sources										0
	TOTAL OTHER FINANCING SOURCES	0	1,776	0	0	0	0	0	0	0	1,776
	TOTAL REVENUES AND OTHER FINANCING SOURCES	0	293,458	0	2,685,375	7,226	0	187,394	0	0	3,173,453
	EXPENDITURES										
5100	Salary and Wages										0
5700	Expenditures		300,630		2,067,347	3,956		327,210			2,699,213
5800	Construction										0
5800	Capital Outlay										0
5900	Debt Service										0
	TOTAL EXPENDITURES	0	300,630	0	2,067,347	3,956	0	327,210	0	70	2,699,213
	OTHER FINANCING USES										
5960	Transfers To Other Funds										0
5990	Other Financing Uses										0
	TOTAL OTHER FINANCING USES	0	0	0	0	0	0	0	0	0	0
	TOTAL EXPENDITURES AND OTHER FINANCING USES	0	300,630	0	2,067,347	3,956	0	327,210	0	70	2,699,213
	Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)	0	-7,172	0	618,028	3,270	0	-139,816	0	-70	474,240
	Fund Balance Beginning of Year	0	37,650	0	-463,035	10	0	237,106	0	503	-187,766
	Adjustments										0
	Fund Balance End of Year	0	30,478	0	154,993	3,280	0	97,290	0	433	286,474

Part III		Special Revenue Funds									
Account Number	Item Description	State Grants									
		State General Government Grants	State Public Safety Grants	State Public Works Grants	State Education Grants	Massachusetts Emergency Management Agency (MEMA)	State Grants Recreation Grants	State Culture & Aging Grants	State Library Grants	Other State Grants	Total State Grants
4100	REVENUES										
4200	Taxes and Excises										0
4500	Charges for Services										0
4600	Federal Revenue										0
4800	State Revenue	12,101	72,475		1,066,888		33,360	11,110	937,246	3,752	2,136,932
4800	Miscellaneous Revenue										0
4820	Earnings on Investments										0
	TOTAL REVENUES	12,101	72,475	0	1,066,888	0	33,360	11,110	937,246	3,752	2,136,932
	OTHER FINANCING SOURCES										
4910	Bond Proceeds										0
4970	Transfers From Other Funds										0
4990	Other Financing Sources										0
	TOTAL OTHER FINANCING SOURCES	0	0	0	0	0	0	0	0	0	0
	TOTAL REVENUES AND OTHER FINANCING SOURCES	12,101	72,475	0	1,066,888	0	33,360	11,110	937,246	3,752	2,136,932
	EXPENDITURES										0
5100	Salary and Wages										0
5700	Expenditures	12,101	78,612	1,066	1,247,393		34,628	10,599	10,487	1,861	1,396,747
5800	Construction										0
5800	Capital Outlay								467,171		467,171
5900	Debt Service										0
	TOTAL EXPENDITURES	12,101	78,612	1,066	1,247,393	0	34,628	10,599	477,658	1,861	1,863,918
	OTHER FINANCING USES										
5960	Transfers to Other Funds										0
5990	Other Financing Uses										0
	TOTAL OTHER FINANCING USES	0	0	0	0	0	0	0	0	0	0
	TOTAL EXPENDITURES AND OTHER FINANCING USES	12,101	78,612	1,066	1,247,393	0	34,628	10,599	477,658	1,861	1,863,918
	Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)	0	-6,137	-1,066	-180,505	0	-1,268	511	459,588	1,891	273,014
	Fund Balance Beginning of Year	0	66,827	9,690	96,807	0	1,273	14,322	164,717	19,328	372,964
	Adjustments										0
	Fund Balance End of Year	0	60,690	8,624	-83,698	0	5	14,833	624,305	21,219	645,978

Part III		Special Revenue Funds									
Account Number	Item Description	Receipts Reserved for Appropriation									
		Receipts Reserved for Appropriation Education	Receipts Reserved for Appropriation Waterways Improvement	Receipts Reserved for Appropriation Wetlands Protection	Receipts Reserved for Appropriation Parking Meters	Receipts Reserved for Appropriation Ambulance	Receipts Reserved for Appropriation Insurance Reimb. Over \$20,000	Receipts Reserved for Appropriation Sale of Real Estate	Receipts Reserved for Appropriation Sale of Cemetery Lots	Receipts Reserved for Appropriation Other	Total Receipts Reserved for Appropriation
4100	REVENUES										0
4200	Taxes and Excises				191,028				57,562		248,590
4500	Charges for Services										0
4600	Federal Revenue										0
4800	State Revenue										0
4800	Miscellaneous Revenue										0
4820	Earnings on Investments										0
	TOTAL REVENUES	0	0	0	191,028	0	0	0	57,562	0	248,590
	OTHER FINANCING SOURCES										
4910	Bond Proceeds										0
4970	Transfers From Other Funds										0
4990	Other Financing Sources										0
	TOTAL OTHER FINANCING SOURCES	0	0	0	0	0	0	0	0	0	0
	TOTAL REVENUES AND OTHER FINANCING SOURCES	0	0	0	191,028	0	0	0	57,562	0	248,590
	EXPENDITURES										
5100	Salary and Wages										0
5700	Expenditures										0
5800	Construction										0
5800	Capital Outlay										0
5900	Debt Service										0
	TOTAL EXPENDITURES	0	0	0	0	0	0	0	0	0	0
	OTHER FINANCING USES										
5960	Transfers To Other Funds				195,000				50,000		245,000
5990	Other Financing Uses										0
	TOTAL OTHER FINANCING USES	0	0	0	195,000	0	0	0	50,000	0	245,000
	TOTAL EXPENDITURES AND OTHER FINANCING USES	0	0	0	195,000	0	0	0	50,000	0	245,000
	Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)	0	0	0	-3,972	0	0	0	7,562	0	3,590
	Fund Balance Beginning of Year	0	0	0	202,515	0	0	0	162,345	0	364,860
	Adjustments										0
	Fund Balance End of Year	0	0	0	198,543	0	0	0	169,907	0	368,450

Part III		Special Revenue Funds						Revolving Funds					
Account Number	Item Description	Revolving Funds Education	Revolving Funds Athletic	Revolving Funds Parks & Recreation	Revolving Funds Ch 44 53 E 1/2	Other Revolving Funds	Total Revolving Funds						
REVENUES													
4100	Taxes and Excises												
4200	Charges for Services	1,405,127	30,403	129,257	366,418	11,917	1,943,122						
4500	Federal Revenue						0						
4600	State Revenue						0						
4800	Miscellaneous Revenue						0						
4820	Earnings on Investments						0						
	TOTAL REVENUES	1,405,127	30,403	129,257	366,418	11,917	1,943,122						
OTHER FINANCING SOURCES													
4910	Bond Proceeds						0						
4970	Transfers From Other Funds						0						
4990	Other Financing Sources						0						
	TOTAL OTHER FINANCING SOURCES	0	0	0	0	0	0						
	TOTAL REVENUES AND OTHER FINANCING SOURCES	1,405,127	30,403	129,257	366,418	11,917	1,943,122						
EXPENDITURES													
5100	Salary and Wages						0						
5700	Expenditures	1,303,480	6,753	173,246	239,911	29,585	1,752,975						
5800	Construction						0						
5800	Capital Outlay						0						
5900	Debt Service						0						
	TOTAL EXPENDITURES	1,303,480	6,753	173,246	239,911	29,585	1,752,975						
OTHER FINANCING USES													
5960	Transfers To Other Funds						0						
5990	Other Financing Uses						0						
	TOTAL OTHER FINANCING USES	0	0	0	0	0	0						
	TOTAL EXPENDITURES AND OTHER FINANCING USES	1,303,480	6,753	173,246	239,911	29,585	1,752,975						
Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)		101,647	23,650	-43,989	126,507	-17,668	190,147						
Fund Balance Beginning of Year		516,971	332	106,651	237,026	77,603	938,583						
Adjustments							0						
Fund Balance End of Year		618,618	23,982	62,662	363,533	59,935	1,128,730						

Part III	Special Revenue Funds	Other Special Revenue												
Account Number	Item Description	Other Special Revenue Funds Water	Other Special Revenue Funds Sewer	Other Special Revenue Funds Education	Other Special Revenue Funds School Lunch	Other Special Revenue Funds Adult Education	Other Special Revenue Funds Professional Development	Other Special Revenue Funds Open Space Acquisition	Other Special Revenue Funds MWPAT	Other Special Revenue Funds Title V	Other Special Revenue Funds Gifts & Donations	Other Special Revenue Funds	Total Other Special Revenue	Total All Special Revenue
4100	REVENUES												0	0
4200	Taxes and Excises				559,336								559,336	2,751,048
4500	Federal Revenue				224,317								224,317	3,395,994
4600	State Revenue												0	2,136,932
4800	Miscellaneous Revenue										708,929		708,929	708,929
4820	Earnings on Investments				335								335	335
	TOTAL REVENUES	0	0	0	783,988	0	0	0	0	0	708,929	0	1,492,917	8,993,238
4910	OTHER FINANCING SOURCES												0	0
4910	Bond Proceeds												0	0
4970	Transfers From Other Funds												0	1,776
4990	Other Financing Sources	0	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL OTHER FINANCING SOURCES	0	0	0	0	0	0	0	0	0	0	0	0	1,776
	TOTAL REVENUES AND OTHER FINANCING SOURCES	0	0	0	783,988	0	0	0	0	0	708,929	0	1,492,917	8,995,014
	EXPENDITURES												0	0
5100	Salary and Wages												0	0
5700	Expenditures				782,004						188,912		970,916	6,819,851
5800	Construction												0	0
5800	Capital Outlay												0	467,171
5800	Debt Service												0	0
	TOTAL EXPENDITURES	0	0	0	782,004	0	0	0	0	0	188,912	0	970,916	7,287,022
	OTHER FINANCING USES												5,540,000	5,785,000
5960	Transfers to Other Funds												5,540,000	0
5990	Other Financing Uses												5,540,000	5,785,000
	TOTAL OTHER FINANCING USES	0	0	0	0	0	0	0	0	0	5,540,000	0	5,540,000	0
	TOTAL EXPENDITURES AND OTHER FINANCING USES	0	0	0	782,004	0	0	0	0	0	5,728,912	0	6,510,916	13,072,022
	Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)	0	0	0	1,984	0	0	0	0	0	-5,019,983	0	-5,017,999	-4,077,008
	Fund Balance Beginning of Year	0	0	0	47,762	0	0	0	0	0	8,475,721	0	8,523,483	10,012,124
	Adjustments	0	0	0	49,746	0	0	0	0	0	3,455,738	0	3,505,484	5,935,116
	Fund Balance End of Year													

Part IV Capital Projects Funds									
Account Number	Item Description	Water	Sewer	Schools	Municipal Buildings	Landfill	Highways (Chapter 90)	Other	Total All Capital Projects
REVENUES									
4100	Taxes and Excises								0
4200	Charges for Services								0
4500	Federal Revenue						178,151		178,151
4600	State Revenue								0
4800	Miscellaneous Revenue								0
4820	Earnings on Investments								0
TOTAL REVENUES		0	0	0	0	0	178,151	0	178,151
OTHER FINANCING SOURCES									
4910	Bond Proceeds			5,800,000	3,000,000			2,263,000	11,063,000
4970	Transfers From Other Funds			135,000	5,157,000			220,374	5,512,374
4990	Other Financing Sources								0
TOTAL OTHER FINANCING SOURCES		0	0	5,935,000	8,157,000	0	0	2,483,374	16,575,374
TOTAL REVENUES AND OTHER FINANCING SOURCES		0	0	5,935,000	8,157,000	0	178,151	2,483,374	16,753,525
EXPENDITURES									
5100	Salary and Wages								0
5700	Expenditures								0
5800	Construction			4,503,811	6,439,947		1,115	782,466	11,727,339
5800	Capital Outlay							861,057	861,057
5900	Debt Service								0
TOTAL EXPENDITURES		0	0	4,503,811	6,439,947	0	1,115	1,643,523	12,588,396
OTHER FINANCING USES									
5960	Transfers To Other Funds								0
5990	Other Financing Uses								0
TOTAL OTHER FINANCING USES		0	0	0	0	0	0	0	0
TOTAL EXPENDITURES AND OTHER FINANCING USES		0	0	4,503,811	6,439,947	0	1,115	1,643,523	12,588,396
	Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)	0	0	1,431,189	1,717,053	0	177,036	839,851	4,165,129
	Fund Balance Beginning of Year	12,867	0	2,340,398	950,339	0	-169,660	867,724	4,001,668
	Adjustments								0
	Fund Balance End of Year	12,867	0	3,771,587	2,667,392	0	7,376	1,707,575	8,166,797

Part V Enterprise Funds													
Account Number	Item Description	Water	Sewer	Electric	Landfills	Hospital	Health Care	Airport	Harbor	Golf Courses	Public Recreation	Other	Total All Enterprise Funds
REVENUES													
4100	Taxes and Excises												9,624,979
4200	Charges for Services	3,762,115	5,862,864										0
4500	Federal Revenue												0
4600	State Revenue												0
4800	Miscellaneous Revenue		3,556										3,556
4820	Earnings on Investments		15,190										44,988
	TOTAL REVENUES	3,780,861	5,892,662	0	0	0	0	0	0	0	0	0	9,673,523
OTHER FINANCING SOURCES													
4910	Bond Proceeds												0
4970	Transfers From Other Funds	154,159	102,126										256,285
4990	Other Financing Sources												0
	TOTAL OTHER FINANCING SOURCES	154,159	102,126	0	0	0	0	0	0	0	0	0	256,285
	TOTAL REVENUES AND OTHER FINANCING SOURCES	3,935,020	5,994,788	0	0	0	0	0	0	0	0	0	9,929,808
EXPENSES													
5100	Salary and Wages	548,080	225,792										773,872
5700	Expenses	2,022,125	4,450,932										6,473,057
5800	Construction												0
5800	Capital Outlay	77,964	140,508										218,472
5900	Debt Service												0
	TOTAL EXPENSES	2,648,169	4,817,232	0	0	0	0	0	0	0	0	0	7,465,401
OTHER FINANCING USES													
5980	Transfers to Other Funds	1,157,934	758,086										1,916,020
5990	Other Financing Uses												0
	TOTAL OTHER FINANCING USES	1,157,934	758,086	0	0	0	0	0	0	0	0	0	1,916,020
	TOTAL EXPENSES AND OTHER FINANCING USES	3,806,103	5,575,318	0	0	0	0	0	0	0	0	0	9,381,421
	Excess (Deficiency) of Revenues Over Expenses and Other Financing Sources (Uses)	128,917	419,470	0	0	0	0	0	0	0	0	0	548,387
	Fund Balance Beginning of Year	1,353,122	2,673,080	0	0	0	0	0	0	0	0	0	4,026,202
	Adjustments	5,321	5,922	0	0	0	0	0	0	0	0	0	10,643
	Fund Balance End of Year	1,487,360	3,097,872	0	0	0	0	0	0	0	0	0	4,086,232

Part VI TRUST FUNDS									
Account number	Item Description	NON-EXPENDABLE/EXPENDABLE TRUSTS							
		Non-Expendable Trust	Workers Compensation	Pension Reserve	Stabilization	Health Claims-City/Town Share	Health Claims-Employee Share	Conservation Trust Fund	Other Trust Funds
4100	REVENUES								
4200	Taxes and Excises								
4500	Charges for Services								
4600	Federal Revenue								
4800	State Revenue								
4820	Miscellaneous Revenue	43,857			22,374			2,281	104,593
	Earnings on Investments								
	TOTAL REVENUES	43,857	0	0	22,374	0	0	2,281	104,593
4970	OTHER FINANCING SOURCES								
4990	Transfers From Other Funds								
	Other Financing Sources								
	TOTAL OTHER FINANCING SOURCES	0	0	0	0	0	0	0	0
	TOTAL REVENUE AND OTHER FINANCING SOURCES	43,857	0	0	22,374	0	0	2,281	104,593
5100	EXPENDITURES								
5700	Salary and Wages								
5800	Expenditures								50,349
5800	Construction								0
5800	Capital Outlay								0
5900	Debt Service								0
	TOTAL EXPENDITURES	0	0	0	0	0	0	0	50,349
5960	OTHER FINANCING USES								
5990	Transfers To Other Funds								15,000
	Other Financing Uses								0
	TOTAL OTHER FINANCING USES	0	0	0	0	0	0	0	15,000
	TOTAL EXPENDITURES AND OTHER FINANCING USES	0	0	0	0	0	0	0	65,349
	Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)	43,857	0	0	22,374	0	0	2,281	39,244
	Fund Balance Beginning of Year	928,021	0	0	955,171	0	0	97,113	294,596
	Adjustments								0
	Fund Balance End of Year	971,878	0	0	977,545	0	0	99,394	333,840
									2,382,657

Part VII AGENCY FUNDS					
	Fund/Item Description	Balance July 1, 2003	Additions	Deductions	Balance June 30, 2004
A. ASSETS					
	1. Cash	69,340	767,951	816,324	20,967
	2. Accounts Receivable	0			0
	3. TOTAL ASSETS	69,340	767,951	816,324	20,967
B. LIABILITIES					
	1. Police Outside Detail	-25,644	513,264	542,556	-54,936
	2. Fire Off Duty Detail	1,468	7,616	9,084	0
	3. Taxes Due State	2	8	10	0
	4. Meals Tax Due State	0			0
	5. License Due State	0			0
	6. Due County/Retirement Systems	0			0
	7. Guarantee Bid Deposits	0			0
	8. Unclaimed Items	0			0
	9. Other Liabilities	93,514	247,063	264,674	75,903
	10. TOTAL LIABILITIES	69,340	767,951	816,324	20,967
	NOTE -- Total Assets Must Equal Total Liabilities				

Part VIII PERSONNEL EXPENDITURES			
	Total Salaries and Wages as of December 31, 2003 as Reported on IRS Form W-2		\$44,203,738
	Total Number of Employees (FTE) for Calendar Year Ending December 31, 2003		858

Part IX SCHEDULE OF CASH AND INVESTMENTS AS OF JUNE 30, 2004		
	FUND	Cash and Investments
	General Fund	13,688,072
	Special Revenue	5,935,115
	Debt Service Fund	
	Capital Project Funds	8,166,798
	Enterprise Funds	3,887,005
	Trust Funds	2,382,657
	Agency Funds	20,967
	TOTAL ALL FUNDS	34,080,614

PART X SCHEDULE OF DEBT OUTSTANDING, ISSUED, AND RETIRED THIS FISCAL YEAR					
Item description	Report in Whole Dollars - Omit Cents				
	Outstanding July 1, 2003 (a)	Issued this Fiscal Year (b)	Retired this Fiscal Year (c)	Outstanding June 30, 2004 (d)	Interest this Fiscal Year (e)
A. GENERAL OBLIGATION BONDS					
Buildings	3,032,000	4,255,000	527,000	6,760,000	150,814
Departmental Equipment	410,000	1,317,000	210,000	1,517,000	21,450
School Buildings	2,735,000		180,000	2,555,000	122,231
School - All other	0			0	
Sewer	0			0	
Solid Waste	0			0	
Other Inside Limit	2,074,000	3,794,000	543,000	5,325,000	117,769
TOTAL INSIDE DEBT LIMIT	8,251,000	9,366,000	1,460,000	16,157,000	412,264
OUTSIDE DEBT LIMIT					
Airport	0			0	
Hospital	0			0	
Electric	0			0	
Gas	0			0	
School Buildings	15,855,000		1,060,000	14,795,000	701,616
Sewer	0			0	
Solid waste	0			0	
Water	341,720		207,722	133,998	9,655
Other Outside Limit	0			0	
TOTAL OUTSIDE	16,196,720	0	1,267,722	14,928,998	711,271
TOTAL LONG TERM DEBT	24,447,720	9,366,000	2,727,722	31,085,998	1,123,535
B. REVENUE AND NONGUARANTEED BONDS	0			0	
C. SHORT TERM DEBT					
Tax Anticipation Notes	0			0	
Bond Anticipation Notes	21,833,800	23,530,000	21,833,800	23,530,000	483,344
Grant Anticipation Notes	0			0	
Other Short Term Debt	0			0	
TOTAL SHORT TERM DEBT	21,833,800	23,530,000	21,833,800	23,530,000	483,344
D. OTHER INTEREST					
			AMOUNT - OMIT CENTS		
			Authorized (a)	Issued/Retired/ Rescinded (b)	Unissued June 30, 2004 (c)
TOTAL AUTHORIZED AND UNISSUED			43,375,078	36,476,532	6,898,546

PART XI		RECONCILIATION OF FUND EQUITY (RETAINED EARNINGS) FOR THE FISCAL YEAR END JUNE 30, 2004						
Revenues and Expenditures from Financial Report		General	Special Revenue	Capital Projects	Enterprise	Trust	TOTAL	
		(a)	(b)	(c)	(d)	(e)	(a)-(e) (f)	
1. Total Revenues		73,363,588	8,993,238	178,151	9,673,523	173,105	92,381,605	
2. Total Expenditures		73,483,893	7,287,022	12,588,396	7,465,401	50,349	100,875,061	
3. TOTAL EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES SUM OF LINES 1 - 2		(120,305)	1,706,216	(12,410,245)	2,208,122	122,756	(8,493,456)	
OTHER FINANCING SOURCES (USES)	4.							
Transfers From Other Funds		2,716,020	1,776	5,512,374	256,285	0	8,486,455	
5. Other Financing Sources		210,075	0	11,063,000	0	0	11,273,075	
6. Transfers To Other Funds		770,435	5,785,000	0	1,916,020	15,000	8,486,455	
7. Other Financing Uses		0	0	0	0	0	0	
8. TOTAL OTHER FINANCING SOURCES (USES)-SUM OF LINES 4 THROUGH 7		2,155,660	(5,783,224)	16,575,374	(1,659,735)	(15,000)	11,273,075	
9. TOTAL EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES AND OTHER FINANCING SOURCES (USES) - SUM OF LINES 3 AND 8		2,035,355	(4,077,008)	4,165,129	548,387	107,756	2,779,619	
10. Fund Equity (Retained Earnings) Beginning of Year		11,140,716	10,012,124	4,001,668	4,026,202	2,274,901	31,455,611	
11. Other Adjustments (Please specify on notes page)		(10,643)	0	0	10,643	0	0	
12. TOTAL FUND EQUITY (RETAINED EARNINGS) END OF YEAR- SUM OF LINES 9 THROUGH 11		13,165,428	5,935,116	8,166,797	4,585,232	2,382,657	34,235,230	



Personnel Department

The Personnel Department is responsible for a wide range of personnel-related activities. Included in the responsibilities of the Personnel Department is the recruitment and selection of employees; negotiation and administration of collective bargaining agreements; employee relations; monitoring of leave; administration of Workers' Compensation and Unemployment; Civil Service compliance; maintenance of confidential personnel records; training programs; compliance with federal and state laws and regulations; and other related functions.

During 2004, the Personnel Department assisted many departments, the Town Council and the Town Manager in recruiting and selecting personnel. The Town hired 21 people during Calendar year 2004 and promoted 14 employees. Additionally, the Personnel Department participated in the hiring for the DPW Summer Work Program and filled temporary clerical support needs for various departments. Ms. Gayle Shattuck was hired as Personnel Director in February 2004.

During 2004, the Personnel Department worked with collective bargaining units in contract negotiations.

The Town's Workers Compensation program covers all employees for the town and school departments with the exception of the Police and Fire Departments. During 2004, 27 claims were filed; 5 injuries were claimed from the School Department, 16 municipal claims were reported, and 6 library claims were reported. The Town contracts with a third party administrator for workers' compensation claims and an occupational nurse for injury claims from the Police and Fire Departments. In 2004, 30 injury claims were filed by the Police and Fire Departments.

The Town's Unemployment program covers all employees for the town and school departments. During 2004, the Personnel Department expanded the services of the third party administrator for unemployment by making Jon Jay Associates the Employer of Record with the Department of Unemployment Assistance.

Massachusetts law requires that all employees be given a copy of the Town's policy on the prevention of Sexual Harassment in the workplace each year. Through the Employee Assistance Program, the Personnel Department sponsored several Harassment Training seminars that were well attended.

In addition to posting recruitments to the Town's website, the Personnel Department increased the use of technology in recruitment efforts by posting openings to Bostonworks.com, Townonline.com, Department of Employment and Training website, and professional sites, thus decreasing the cost of newspaper ads while increasing the visibility of our postings. The Department is looking forward to 2005 as it continues to work towards hiring the best possible candidates for the Town, improving the administration of work-related injuries, and improving service to employees, department heads and citizens of Watertown.



Town Clerk and Election

The Town Clerk and Election Office serves as a direct link between the citizenry and its Town government. The Town Clerk's office, by statute, is responsible for the issuance of vital statistics, maintenance of Town records, the insurance of compliance with the Commonwealth's Open Meeting Law and it also serves as a repository for all rules, regulations, ordinances and bylaws promulgated by the Town Council and other town departments.

The Town Clerk's office was first established in 1634, the first year records were kept, and continues today to provide accurate documentation on events and happenings of the City known as the Town of Watertown. The Town Clerk's office provides a number of consumer services, such as the issuance of dog licenses, the sale of various Division of Fisheries and Wildlife licenses, the

recordation of Uniform Commercial Code statements, notary public services and the office also serves as a distribution center for various Town brochures and surveys. The Staff in the office also serves as "unofficial ombudsman" to provide general information regarding various municipal services to the public. The Town Clerk's office also serves as a liaison between the Town and the Federal and State governments.

During calendar year 2004, the office achieved the following:

- Maintained the highest level of accuracy in the recording and issuance of the Vital Statistics of the Town of Watertown.
- Placed election signage in strategic locations throughout the Town alerting the citizenry to the upcoming voting exercises.
- Conducted the 2004 Annual Town Census.

- Participated in the development of the Town's FY05 operating budget.
- Continued the duties and responsibilities as Burial Agent for the Town.
- Completed the annual renewal process for all applicable licenses, permits and certificates while ensuring compliance with Chapter XVII of the Town's ordinances.
- Ensured compliance with state guidelines in the filing of necessary annual reports with the Alcohol Beverage Control Commission and the Department of Public Safety.
- Ensured access to all polling locations throughout the Town.
- Coordinated Public/Private resources in planning of the Faire on the Square 2004.
- Implemented the Goodridge et al. v. Department of Public Health et al. decision regarding marriage.

The Election Commission, directed under Massachusetts General Law, by the four member board of election commissioners, has a number of responsibilities mandated by Massachusetts General Laws Chapter 50 through 56. The Commission as charged is to ensure fair and impartial elections in the Town of Watertown. Responsibilities include: coordination of the annual census, generation of voting lists and jury lists, implementation of the National Voter Registration Act through the establishment of the Central Voter Registry, maintenance of the town's residency database and compliance with the Commonwealth's Campaign Finance reporting procedures.

The Election Commission conducted the following voting exercises during 2004.

DATE	TYPE OF ELECTION
March 2, 2004	Presidential Primary
September 14, 2004	State Primary
November 2, 2004	State Election

The Licensing Board promulgates rules and regulations specific to Watertown to ensure the life, safety, and health of the citizenry and town visitors. The Licensing Board issues a myriad of licenses and permits that range from amusement devices, to gasoline, to liquor licenses. All of the licenses issued are renewable yearly. The Licensing Board also serves as a hearing officer to ensure compliance with licensing conditions.

The Licensing Board also works closely with five town departments, the Alcohol Beverage Control Commission and the State Fire Marshall's Office in the licensing process.

Licenses and Fees

Burial Permits	\$1,230.00
Hunting Licenses	688.75
Dog Licenses	6,749.50
Wildland Stamps – Resident and Non-Resident	1,595.00
Archery Stamp	235.00
Sporting Licenses	1,622.00
Marriages	8,075.00
Raffle	160.00
Fishing Licenses	5,343.25
Sporting Fees	485.15
Waterfowl Stamps	62.25
Cat Licenses	3,400.00
Licenses Commission – Alcohol, Common Victualler, etc.	121,845.00
Miscellaneous Clerk/Election Fees	2,495.85
Resident Book	499.00
Certified Copies	24,876.00
Underground Storage Permits	3,700.00
Non-Criminal Fines	1,450.00
Miscellaneous Licensing Board Fees	37,965.00
TOTAL	\$222,476.75

Recording Fees

Mortgages	\$1,771.62
Business Certificates and Business Certificate Withdrawals	16,030.00
TOTAL	\$17,801.62

Total Clerks Revenue

Total Fees Collected	\$240,278.37
Paid to the Commonwealth	(\$ 9,546.25)
Net Revenue to the Town	\$230,732.12

Vital Statistics

Births	320
Deaths Recorded	292
Marriage Intentions	326
Marriages Recorded	318
Affidavits of Correction of Birth, Deaths and Marriages Recorded	20

Licenses

Kennel License	1
Dog Licenses	667
Cat Licenses	370
Seven Day All Alcoholic Common Victualler (Restaurants)	19
Seven Day Wine/Malt Common Victualler (Restaurants)	3
Six Day All Alcoholic Common Victualler (Restaurants)	7
Six Day Wine/Malt Common Victualler	3
Common Victualler License	90
Clubs	11
Auto Dealer Class I	10
Auto Dealer Class II	12
Auto Dealer Class III	0
All Alcoholic Package Good Store	6
Package Good Store Wine/Malt	6
24-Hours Opening	5
Sale of Food at Retail	5
Entertainment	15
Music Box	8
Automatic Amusement Device	16
Auto Repair	64
Letting Out of Motor Vehicles	5
Shuttle/Jitney	2
Livery	13

Data Processing Department

The Data Processing Department supports the Town of Watertown's administrative Information Systems and assists in the implementation of new computer technologies. Located in Town Hall, the Department administers the Town's wide-area Computer Network, which connects Town Hall, Library, Police, Fire, School Business Office, and Public Works buildings. Additional municipal buildings on the wide-area network include the Commander's Mansion, Senior Center, and John A. Ryan Skating Arena. The Department also operates a network-connected IBM computer which processes Financial Systems, Accounts Payables, Purchasing, Payroll, and Water/Sewer Billing. Other administrative systems, such as Real Estate Tax Billing, Appraisal and Motor Vehicle Billing, are supported by outside vendors or service bureaus.

The Town's Computer Network provides a complete electronic platform for employees to communicate and share documents. Built on a backbone of high-speed fiber-optic cabling, the system allows for private and secure e-mail among Town departments. A firewall gateway provides secure Internet e-mail and web browsing. Anti-virus software is installed to update network computers automatically from a secure web site. Anti-spam software is installed to prevent spam e-mail.

Many desktop computers were upgraded with new versions of software for office productivity. Many older monitors were replaced with new flat screen monitors. Vendor checks moved to a laser printing format.

Planning began for a new integrated financial management system that will improve the functionality of municipal applications and improve employee productivity. More applications will be integrated so as to eliminate redundant processing. Planning also began for an upgrade to the Town's Network. New servers will be installed to provide greater performance and more features in a collaborative work environment.

Additional information was added to the Town's website www.ci.watertown.ma.us. More documents are now in the Document Center and e-mail addresses were added so that the public can contact municipal departments. Plans are in place to provide additional real-time information and interactive forms.

Submitted by Joseph Mahoney
Data Processing Manager

Town Attorney

Kopelman and Paige, P.C. continued to serve as Town Attorney for the City known as the Town of Watertown for the year 2004. Our duties as Town Attorney included providing legal advice and opinions to the Town Manager and department heads on a range of matters. We continued to attend and advise at all meetings of the Town Council. As Town Attorney, we represented the Town in matters involving appeals of special permits, zoning enforcement actions, disposition of vicious dogs, and claims brought by and against contractors and subcontractors related to Town construction projects.

The Town attorney also represented the Town in employment matters involving employee disciplinary actions, bypass

appeals, claims of unfair labor practices, and labor contract negotiations. We provided representation for the Town and its boards before various state and federal courts, and administrative agencies including the Civil Service Commission, the Labor Relations Commission, and the Massachusetts Commission Against Discrimination.

As Town Attorney, we strive to provide comprehensive, efficient, effective legal advice. We have enjoyed our strong working relationship with the Town and its administration, and we express our gratitude towards the Town Manager and Town Council for asking us to serve in this significant role. We look forward to continuing our long-

standing relationship with the members of the Town's government and to meeting the goal of providing effective legal advice and representation to Watertown in the future.

Respectfully submitted,

Kopelman and Paige, P.C.
Town Attorney



Purchasing Department

The Purchasing Department assists all Town departments in the purchasing process, whether the need is an urgent purchase or planning an upcoming project. All procurements must be consistent with the Massachusetts General Laws and local Ordinances.

Purchasing continues to work together with every department to identify potential areas where procurement and contract administration can be streamlined and more beneficial to the Town of Watertown. This office provides materials and information regarding implementation of purchasing policies, procedures and the laws.

A number of Capital Improvement Projects and purchases were conducted during calendar year 2004. Some projects were specific to a particular department and others were shared with multiple departments. Bids are issued and awarded from the Purchasing Department after working with the individual department personnel familiar with the specifications for the materials or service needed. These projects included the following examples: Construction Contractor for New Library, Fire Department Platform Truck, Street Sweeper, Parking Meter Mechanisms, High School Phase Three Improvements Contractor, Skating Arena Contractor, Watertown Square Contractor, Traffic and Safety Improvements, Sidewalk Repairs, Road Surface Repairs, Landscaping Contracts for Town Property, and Copy and Office Machines.

Whenever appropriate and cost-effective, the Town participates in Consortia to purchase larger quantities of items that are also purchased by other municipalities. The benefits to Watertown are seen through improved bid results due to more competitive pricing because of the greater combined volume and vendors that must provide reliable service acceptable to all participants. One example of this type of procurement includes the purchase of food service items for the schools such as milk, bottle juice, canned soda, ice cream treats, bread, and snack products. Other examples are heating fuel, vehicle fuel, road salt, and vehicles.

Again, the Town took advantage of the Commonwealth of Massachusetts Bidding Awards. Bids that are solicited through the State are made available to municipalities and facilitate the procurement process. These bid results serve as representative market rate information to define specifications for goods and services available and identification of vendors meeting the specifications including prevailing wage requirements and other related details of cost.

Computer equipment, computer software, computer consulting services, vehicle purchase and replacement, public safety supplies, vehicle parts, building maintenance services (HVAC), Training and Educational services are all examples of successful procurements exercised by Watertown use of the State Contracts.

The Town has chosen to emphasize the importance of purchasing office supplies that are environmentally compatible. Procurement of paper goods, envelopes, stationery, copy paper, requires a recycled content. Toner products are collected and returned to vendors for recycling to minimize the impact on the environment and cost of these products.

The Purchasing Department continues to work with all Watertown departments to improve coordination of procurement projects using uniform bids for multiple departments within the Town for services and materials that can be purchased as blanket contracts available for all. Services such as building and equipment maintenance, supplies, and technical expertise are important to continuing uninterrupted and consistent operations in all Town departments. This Department appreciates the challenges facing the Town to produce the most cost effective and beneficial results for Watertown. It is important that we work together with other departments to achieve the most valuable and satisfactory results from the purchasing process.

Health Department

The Health Department staff consists of one full-time Director, one full-time Chief Environmental Health Officer, two full-time Sanitarians, one full-time Head Clerk, one full-time Public Health Nurse, one full-time Animal Control Officer/Jr. Sanitarian and one part-time Veterinarian.

The Board of Health consists of three members that are appointed for three-year terms by the Town Manager.

Environmental Health

The Health Department conducts numerous state mandated inspections throughout the year according to state mandates. These inspections include food establishments including grease trap maintenance, housing, body art establishments, indoor air quality at skating rinks, tanning establishments, swimming pools and whirlpools, group homes and motels. The Health Department also conducts hazardous materials inspections in accordance with provisions of the Watertown Hazardous Material Regulation. This program is designed to assist businesses in the proper handling, storage and disposal of hazardous materials.



Hazardous Materials Program inspection.

Environmental Inspections: 2004

Food Establishments	570
Housing	112
Swimming Pool/Whirlpool	153
Miscellaneous	345
Hazardous Materials	169
Total	1,349

Another portion of the Health Department's work involves complaint investigation, including, but not limited to, solid waste, dust, odors, noises, rodents, hazardous waste incidents, food establishments, food-borne illnesses, nuisances, tobacco and problem animals. On occasion, the Health Department must hold show cause administrative hearings and prepare cases for resolution in District Court. Three hundred ninety-seven (397) complaints were investigated in 2004 and a number of these cases were resolved in court.

Some of those complaints involve rubbish and garbage left out on the curb at non-collection times or days. The Health Department distributed over 500 bright green door hangers reminding citizens of how and when to place garbage and rubbish out for collection.

In conjunction with inspectional work, the Health Department issues numerous permits. Before a permit can be issued, the permit holder submits complete and accurate information. Also, the Health Department reviews plans for all new and renovated food establishments, facilities with hazardous materials, tanning, body art, massage establishments and Community Development and Planning projects.



Pre-operational inspection of a food establishment's walk-in freezer unit.

Environmental Permits: 2004

Food Establishments	225
Temporary Food Events	305
Swimming Pool/Whirlpool	19
Tanning Establishments	7
Body Art Establishments	1
Massage Establishments/Practitioners	15
Hazardous Material Facilities	44
	161

Watertown residents took household hazardous waste to the Minuteman Regional Household Products Facility in Lexington. Pre-registration at the Health Department was required before any resident could enter the site on one of the eight collection days during the year. Two hundred forty (240) Watertown households visited the facility in 2004.



Paint cans are sorted at the HHP center.

Animal Control

The ACO/Jr. Sanitarian's (ACO) duties include, but are not limited to, patrolling the town, participation in a rabies/West Nile Virus task force, investigation of vector control and solid waste complaints, swimming pool inspections, food establishment inspections and the enforcement of all pertinent state laws and the Watertown Animal Control Ordinance. Enforcement action includes the issuing of citations (tickets) for non-compliance, responding to emergency dispatch calls and the prosecution of violators in District Court. The ACO educates the public regarding health and safety concerns involving animals, lectures in school classrooms and on cable television.



Nancy Haynes, ACO, conducts "Feral Cat" seminar.

As Inspector of Animals the ACO carries out the isolation and quarantine of suspected rabid animals, animals with wounds of unknown origin or animals bitten by suspected or confirmed rabid animals. These findings are reported to the Massachusetts Bureau of Animal Health. Isolation and quarantine cases are often done in cooperation with Watertown veterinarian Thomas Cusick, DVM.

The ACO is required to be a licensed Pest Control Applicator. This license is used for the Mosquito Control Program, for rodent control issues within the municipality, for the monitoring of demolition on construction sites and for oversight of pest control companies doing business within the town. The ACO also visits the schools

and numerous municipal departments to provide ongoing forums on animal care and pest control management. In late 2004 the Chief Environmental Health Officer (CEHO), with assistance from the ACO, developed educational pamphlets for police officers concerning Wildlife in the community on private property.

Feral Cat Program

The Board of Health worked in conjunction with the Charles River Feline Rescue (CRFR) to establish a Trap, Neuter, and Return (TNR) program to control the feral cat population within Watertown. In 2004, twenty-three (23) cats have been trapped, neutered (sterilized) and returned to a managed colony. Another part of the program includes rescuing

the Feral Kittens. Twenty-four (24) Feral Kittens have been removed from these colonies. These Feral Kittens were fostered, socialized and adopted to become licensed and healthy pets. In addition to being a humane approach to eliminating Feral Cats, the TNR program is financially sound. Licensing the Feral Kittens through the adoption process actually generates revenue rather than spending funds to euthanize these animals.

Rabies Clinic

The rabies clinics are held annually with Thomas Cusick, DVM, participating. Dogs and cats are vaccinated for rabies the first Saturday in April each year at the Watertown Administration Building. This past year a total of forty-five (45) animals received rabies vaccinations at the clinic.

Mosquito Control

The Board of Health worked in conjunction with the East Middlesex Mosquito Control Commission (EMMCP) in planning larvicide, adulticide and surveillance activities throughout the town. In 2004 the threat of the West Nile Virus (WNV) continued to impact the State and the Nation. Eight dead

birds tested positive for the Virus but no Massachusetts residents tested positive for the Virus. However, four Massachusetts residents and seven horses tested positive for Eastern Equine Encephalitis (EEE) Virus. As a result of the West Nile and EEE threat the town applied larvicide briquettes to the town's catch basins in order to control the emergence of vector mosquitoes. The Health Department and EMMCP continually monitor the emergence of these Viruses and adjust plans accordingly to maintain comprehensive intervention, education and surveillance programs.



Thomas Cusick, DVM, vaccinates a dog.

In addition the Health Department distributed over 500 bright blue door hangers to area homes with information about West Nile Virus, removal of standing water serving as breeding areas for mosquitoes, and personal protection from mosquitoes when outdoors.

Animal Control Statistics 2004

Citations	22
Fees Collected	\$500.00
Cat Licenses	370
Dog Licenses	667
Court Appearances	4
Animal Hearings Conducted	1
Calls Received	350
Number of Animals Impounded	
Dogs:	13
Cats:	3
Wildlife:	1
Other:	0

Animals Quarantined	
Dogs:	24
Cats:	24
Animals Submitted for WNV Testing:	0
Positives:	0
Animals Submitted for Rabies Testing:	3
Positives:	1

Emergency Preparedness

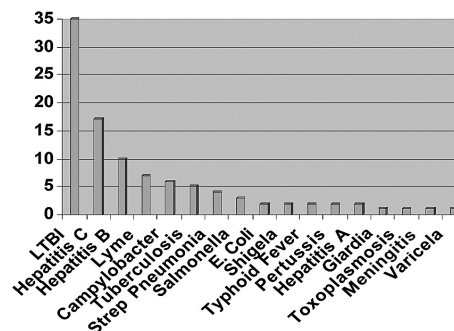
Watertown is one of twenty-seven (27) cities and towns that comprise region 4B of the Massachusetts Department of Public Health (MDPH) emergency preparedness district. There are seven statewide emergency preparedness districts in all. In 2003 and 2004, the Health Director and Public Health Nurse attended numerous regional emergency preparedness meetings. Watertown received grant money from MDPH to purchase computer equipment and consulting services needed to assist in the development of emergency preparedness plans. One part of the plan that was completed was the Infectious Disease Emergency Plan. All municipalities are required to develop this plan in order to assist with disease response on a regional basis. In addition, the Health Director, Public Health Nurse and the Chief Environmental Health Officer took an online emergency preparedness assessment course from the Columbia School of Public Health. On several occasions, the Health Department met with the Fire, Police, Schools and DPW regarding ongoing town-wide emergency planning.

Community Health Nursing

Communicable Diseases

Communicable diseases are reported to the State Department of Public Health as required by law. Newly revised regulations released in February 2004 contained seventy-seven (77) reportable diseases including Influenza, SARS, Smallpox and Monkeypox. The Public Health Nurse received lab reports from Department of Public Health and other laboratories. The standard procedure requires the Public Health Nurse to conduct interviews and investigations, then file case reports. The information collected is used in the control

and prevention of disease. Providing treatment, immunizing the contacts of the index case, and follow-up of patients are vital steps for disease surveillance and control. In year 2004, there were 102 cases reported.



Hepatitis A Prevention and Awareness

There has been an increasing number of confirmed Hepatitis A cases reported in Massachusetts in 2004. To address the issue of food handling and food safety in light of the Hepatitis A outbreak, training for "Person in Charge" of local food establishment was held. A lecture on Hepatitis A was presented at the Watertown Mall Health lecture series for the general public. The Health Department worked with a local restaurant to provide Hepatitis A vaccination for its employees.

Flu Clinics

The flu vaccine shortage created a significant challenge for organizing flu clinics in 2004. Following the continuously changing guidelines posted by the Department of Public Health, multiple clinics were scheduled to address different age groups and medical conditions based on new guidelines. Over thirteen hundred (1,300) Watertown residents received influenza vaccinations through Board of Health sponsored clinics for seniors and residents with chronic illness. Twenty-seven (27) homebound elderly and disabled residents received flu shots via home visits by the Public Health Nurse. Forty (40) Pneumococcal vaccines were given for those who are high risk for Pneumonia.



Joyce Cheng, Public Health Nurse, vaccinates a Watertown resident

Vaccine Program

The Health Department serves as a vaccine depot for local health department providers. The Health Department distributes vaccines, received from the Massachusetts Department of Public Health, to thirteen (13) Watertown health care providers. Over twelve thousand (12,000) doses of vaccine were distributed to providers and fifteen (15) site visits were conducted to ensure safe storage and handling of the vaccines.

Health Promotion

The Public Health Nurse participated in the Watertown Mall Health lecture series and provided information on current health issues. A Health lecture was also given at the Watertown Senior Center. The Public Health Nurse also participated in the Watertown Youth Coalition to address the underage drinking problem and drug abuse related issues. The Health Department participated in the Health Fair at the Middle School providing posters, pamphlets and information on hand washing, West Nile Virus and Lyme disease. In addition, information on animals and animal rabies awareness was provided.

A monthly blood pressure clinic was held at Watertown Mall from 10 a.m. to 12 noon on the first Friday of each month.

Watertown Task Force

The Health Department assists residents who need help in resolving public health/medical related issues. When required, the Public Health Nurse refers residents/patients to other appropriate agencies. Additional duties include investigation, reporting and follow-up of suspected elder and child abuse cases, assistance in the preparation of community health grants, and participation in a rabies and West Nile Virus response team. The Health Department's inter-departmental task force continues to address the needs of residents in crisis. The task force, with members from the Police, Fire, School and Health Department, Council on Aging, Food Pantry, Veterans Office, and Housing Authority, Center for Mental Health, and Mt. Auburn Hospital Social Services Department, continues to collaborate in 2004 to provide improved services for Watertown residents. The resource book for the task force was also updated in 2004.

Nursing Service Statistics

Tuberculosis Screenings	5
Blood Pressure Screenings	118
Communicable Diseases Reported	102
Massage Inspection/Application Reviews	18
Tanning Inspections	4
Influenza Shots	1,300
Hepatitis A Shots	39
Pneumococcal Shots	40
Housing Inspections	4
Camp Inspections	3
Home Visits	123
Consultations	37
Vaccine Distributions	75
Rabies Letters	10

Medical Waste Collection Day

In the Fall of 2004, Watertown held its first Household Medical Waste Collection day at the Administration Building parking lot. A vendor specializing in the packaging, transportation and disposal of Medical Waste was hired to handle this material. Over 100 pounds of hypodermic needles, syringes and medications were collected for sanitary disposal. Eliminating these materials from the municipal waste stream reduces the potential for accidental needle sticks and the improper disposal of medical wastes.



Household Medical Waste Collection.

Tobacco Control

On July 1, 2004, an amended version of the Massachusetts General Law prohibiting smoking in public places took effect. This law virtually eliminates smoking in all public places, including workplaces. This amendment complements Watertown's other tobacco related regulations.

Youth having access to tobacco products remains a problem. Funding for the tobacco control program was eliminated in 2003, however, three compliance checks were performed and a total of 119 stores were checked to see if they sold to minors. Sixteen times, stores were found to be in violation. Non-criminal tickets were issued and three stores received a short-term suspension of their permit to sell tobacco products.

The Health Department will continue to pursue alternative sources for funding this program. In the interim, all complaints about smoking in public places and youth purchasing cigarettes are investigated.

Tobacco Control Statistics 2004

Compliance Checks (Rounds)	3
Total Establishments Checked	119
Number of Violations	16

Total Money Received for 2004

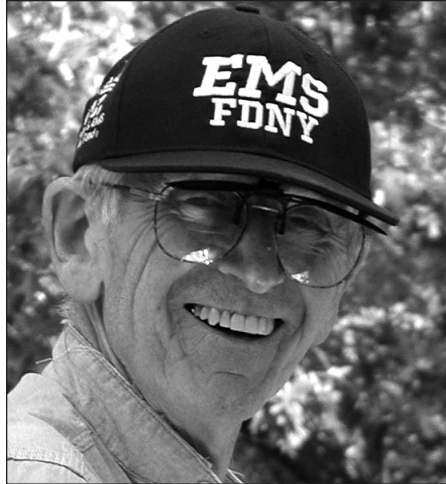
January	\$7,885.00
February	\$745.00
March	\$772.00
April	\$1,711.00
May	\$6,303.00
June	\$3,023.00
July	\$0.00
August	\$656.00
September	\$1,354.80
October	\$4,405.00
November	\$9,070.00
December	\$10,880.00
Total	\$46,804.80

Total Permits Issued for 2004

Food Service	162
Retail Food	50
Caterers	5
One Day Catering	305
Swimming Pools/Whirlpools	19
Massage Practitioners	44
Massage Establishments	15
Mobil Foodservice	6
Funeral Directors	16
Rabies Clinic	45
Bakery	2
Group Homes	8
Tanning	7
Motel	1
Tobacco	43
Hazardous Material Facility	161
Body Art Establishment	1
Body Art Practitioners	3

Recognition of Outstanding Service

During calendar year 2004 longtime Board of Health member Dr. Marvin L. Mitchell retired from the Board of Health after many years of dedicated service. The Watertown Board of Health, Health Department staff and the Town of Watertown would like to recognize Dr. Mitchell for his numerous contributions and for his commitment to improving the health status of the community.



Council on Aging

Watertown's Older Adults in the Twenty-First Century

The revised "Directory of Senior Services" was written, printed and distributed this year. The comprehensive booklet has information in an easy-to-use format on topics ranging from health insurance and health care advocacy to nutrition and legal information. The guide also describes all of the services of the COA (Council on Aging)/Senior Center.

The forty-four-page book lists web addresses and links to sites on aging issues. Resource Guides were given to senior housing locations, the library, Town Hall, and other areas in Watertown. Copies can be mailed to older adults and their families and are always available at the Senior Center.

The COA/Senior Center section of the Town website is now updated monthly to reflect our current schedule of events and activities. Families who live across the country can now contact us through e-mail, with questions and concerns about available services for Watertown residents.

All Senior Center exercise classes and other large group activities continued without interruption when the Watertown Free Public Library temporarily moved its Children's Department into the Phillips School gym while the main library is renovated. Participants in the programs have

been understanding about the need to share space, and the Library has helped to accommodate our needs, especially for our quarterly parties.

The COA participated in a grant application with the Watertown Fire Department for free smoke detectors and home inspections for seniors. The grant was through a Department of Public Health safety project.

In 2004, we began monthly showings of video histories of Watertown veterans, which include their war experiences. Their stories give us a window into the lives of "the greatest generation."

This year, we had lectures and workshops on a number of important topics, including financial planning, Medicare reform, Social Security, osteoporosis, hearing loss, preventing falls, and safe driving. The Senior Center hosted local singer Deena Dennis, who gave two concerts.

The Property Tax Work-off Program, in 2004, placed two seniors as aides in elementary schools as well as in other school settings, in the Library, and other Town departments. The project enables qualified seniors to earn up to seven hundred and fifty dollars toward their Watertown real estate taxes.

The Watertown Food Pantry, which is under the administrative oversight of the COA, reported a seventy percent increase in individuals being served by the Pantry since 2001. The Pantry, which provides approximately five days' worth of food once a month, is now serving more people sixty and older. The coordinator is assisted by volunteers who give time and energy and the generosity of the Watertown residential and business communities.

COA Board members staffed our table at this year's "Faire in the Square" and helped with the yearly fund-raising Yard Sale, as well as providing suggestions and ideas for the COA/Senior Center. In October 2004, Harold Bejcek retired from the Board after serving for more than twenty years, including three years as Chairperson (1995-1998).

Our caseworker continues to provide support and advocacy to seniors and their families through home visits and phone calls. She provides recommendations and helps to make sure that appropriate agencies are involved. She and all the Senior Center staff respond to hundreds of information and referral calls on a wide range of senior concerns that come to our attention. The Senior Center also helps with fuel



Friends of the Watertown COA President Mary Keenan reviews the new Directory of Senior Services.

assistance paperwork, has a volunteer who works with seniors on health insurance concerns, and offers income tax assistance through AARP.

The shopping bus runs throughout Town twice a week and takes older adults to supermarkets. The service is used by individuals who may need the assistance occasionally or on a regular basis. Medical transportation is available through a vendor company.

A varied schedule of ongoing classes and activities at the Senior Center seeks to serve a diverse community that includes a range of ages, interests, and abilities as we strive to program for the current and coming generations of older Watertown adults.



*WWII veteran and subject of the video biography
"Chris Hursh, A Veteran's Story."*



*Watertown Food Pantry volunteers Dorothy McDonnell,
Dottie Fleming, and Jack Green.*



Recreation Department

Organization

The function of the Watertown Recreation Department is to provide a year-round recreation program for the citizens of Watertown. It is the goal of this department that all citizens have the opportunity to enjoy their leisure time with enjoyable activities in a safe environment.

The Director and Head Clerk are the only full-time employees of the department. Part-time and seasonal employees are hired to instruct and supervise the various programs of the department during the year.

New Department Initiatives and Expansions

The Recreation Department, the Department of Community Development and D.P.W. worked on the following Capital Improvement Projects that were mostly completed in 2004. The tot-lots at Victory Field, P.E.C. Richard S. Moxley Playground, Corporal Richard O'Connell Playground and Saltonstall Park were all renovated with new play equipment and rubberized safety surfaces. During 2004 plans were worked on for additional tot-lot work at Bemis, Lowell and How Park tot-lots. Plans were also worked on for work to be done on the surface of the water park at the Filippello Playground.

The Recreation Department's Pre-K Sports Program was also expanded with sessions in the winter, spring, summer and fall. The winter sessions were held at the Watertown Boys & Girls Club. This summer's session was a combination of sports and arts &

crafts. A Girls Softball League for youngsters in grades 2 to 6 was started this spring. The league consisted of five teams and over 70 girls. The recreation department thanks the many volunteer coaches who made this softball league possible.

This department continues to attempt to make more of the citizens aware of one of the town's most valuable assets, Arsenal Park. Our Pre-K Sports Program was held at the Arsenal Park. Working with the Watertown Youth Soccer Director, we scheduled many of their 6 versus 6 games at the park. Working with the Watertown Police Department, a Street Hockey Program for middle-school-age youngsters was conducted at Arsenal Park. By having our Adult Tennis Lessons and a portion of our Summer Youth Basketball Program at Arsenal Park, we exposed it to hundreds of the town's citizens.

The Recreation Department expanded its programming for 2nd through 8th graders by adding a Floor Hockey Program on Saturday mornings. This program was held at the Palladino Gymnasium at the Watertown Middle School.

The Recreation Department has taken advantage of the newly developed Watertown website, www.ci.watertown.ma.us, to increase communication and accessibility to our programs, applications, permits and features of each facility for our residents. We have also set up a database of 1,300 students and 80 special needs participants in order to contact or communicate by e-mail or regular mail.

2004 Programming

Winter

With the arrival of winter comes a wide range of Basketball Programs for the citizens of the town. Kids Crafts, an arts & crafts program for 2- to 4-year-olds, was held once again at the Watertown Boys & Girls Club. Also this winter the recreation department expanded its Pre-K Sports Program to include a winter session. This program that included soccer and "T" ball was also held in middle of the day at the Boys & Girls Club. The department's Elementary School Basketball Program held practices at the Cunniff and Hosmer Schools during the week. Games were played at the Middle School on Saturdays. As mentioned, a floor hockey program was also played at the Middle School for youngsters in grades 2 to 8. Also Middle School youngsters participated in a Sunday In-Town Basketball Program. At the Kelley Gym at Watertown High School, on Sunday nights, we had an Over 35 Basketball Program. A Sunday morning drop-in basketball program for adults was once again run at the Middle School this winter. Baton Classes for youngster were held at the Cunniff School on Tuesday evenings. The Watertown Recreation Department in conjunction with its counterpart in Belmont conducted various programs for our Special Needs population. Programming for the special citizens of the town included bowling, basketball, swimming, Friday night socials and floor hockey.

Spring

During the spring, the department conducted a wide range of programs for the citizens of Watertown. Spring Programs included Pre-K Sports, "T" Ball for youngsters in grades K and 1 and Ragball for children in grades 2, 3, 4 and 5. Baton Classes were held at the Cuniff School for children ages 3 to 16. This program culminated with a recital at the Watertown Middle School and participation in the annual Memorial Day Parade. The M. John Moxley Track Program was again held at Victory Field for children in grades 4 and 5. A Sandlot Baseball clinic was held during the April School Vacation at the O'Connell Playground. Also during the April Vacation a Sports Program was held at the Middle School for youngsters from grades 2 to 8. A new Girls' Softball League was started for youngsters in grades 2 to 6. Adult Lessons for tennis were also conducted this past year. During the spring the department continued its programming for the special citizens of the town. The department also issued permits for use of the town's playing fields.

Summer

The department conducted a Summer Playground Program at the Arsenal, Bemis, Casey, Filippello, Moxley and Victory Field Parks. The activities on the playgrounds included arts & crafts, baseball, basketball, tennis, track & field, softball, ragball, whiffleball and more. Playground Field Trips were taken to various locations in Greater Boston. There were three two-week sessions of classes this past summer. Tennis Lessons were given at the Mary Williams Tennis Courts at Victory Field.

For the 35th year Pequossette Summer Recreation Program was an intricate part of this summer's activities for the youth of Watertown. The camp runs four two-week sessions for youngsters 4 to 13. On average there were 200 campers at each session.

The daily activities include music, arts & crafts, playground games, sports, ping pong, foosball and gym play. The youngsters also went to the M.D.C. Pool to swim, to Arsenal Park for a cookout and other varied field trips. There were camp sleepovers for the older children; one of which was held on the grounds of the Watertown Middle School. Family Nights and Talent Shows also added to summer entertainment of many of the town's residents. The department owes a special thanks to the Watertown School Committee for its support of the Pequossette Summer Recreation Program.

Summer Basketball Leagues were run for children and adults at many of the town's courts. The youth portion of the program included both instruction and games, while the adult leagues produced many highly competitive contests. Hundreds of people participated in the program as players and/or spectators.

Fall

Flag-tag football, soccer, mini-basketball and field hockey programs were offered the elementary school students this past fall. Drop-In Gym Programs were held at the Watertown Middle School on Tuesday, Thursdays and Friday evenings for the students in grades 6 through 12, and also adults. A Pre-K Sports Program was continued as part of our fall programming. This program introduced 4- and 5-year-old children to "T" ball and soccer. Programs for our Special Needs population were also conducted during this time of year. The activities included socials, field trips and many sports. This past fall some 25 youngsters signed up for a six-week ski program at Nashoba Valley Ski Slopes. There were 100 group rate tickets sold for "The Lion King" which was held at the Opera House in Boston.

Revenues and Other Activities

Revenues from programs and other sources totaled over \$132,300.00. These moneys were used to fund many of the department's programs.

The department worked with many groups and individuals to arrange for field use through the town during FY 2003. Over 1,900 park permits were issued to groups such as Watertown Youth Soccer, Watertown Youth Baseball, Watertown Babe Ruth Baseball, Watertown Pop Warner Football, Watertown Senior Babe Ruth Baseball, the Watertown School Department, Watertown Men's Softball League and Watertown Inter-City Team and a new entry in an Over 40 team. Permits were also issued to many church groups, Scout groups, civic organizations, businesses and residents so they could schedule activities on the town's parks. The department also issued hundreds of permits for picnics and parties at Arsenal and Filippello Parks, as many people enjoy the beautiful grounds of these two parks.

The Watertown Recreation Department would like to thank all the Town Departments for their assistance over the past year. Without their help and that of many of our fine citizens, we would not be able to provide the town's people with anything near the programs they deserve. We would also like to thank the Town Council and the Town Manager for their support of the many Capital Projects that have been completed and those in the planning stages. These projects will greatly enhance our town parks and make Watertown a better place to live and play.

Respectfully submitted,

Thomas J. Sullivan
Director of Recreation

Library

Mission

Watertown Free Public Library fulfills the informational, cultural, and recreational needs of the community by providing access to a wide variety of popular and reference materials, resources, services, and programs that extend their personal and intellectual development and that reflect the Town's cultural and ethnic diversity. The staff works to create an environment which welcomes and satisfies the needs of users of all ages and abilities, and works actively to attract new users to the library.

New Initiatives

The Main Library renovation and addition project was the focus of the year, subsequent to funding by the Honorable Town Council in August, 2003 and a grant by the Massachusetts Board of Library Commissioners in November, 2002 in the amount of \$2,972,408. The third prong of funding for the project is fundraising, which reached the halfway point of the \$1.6 million goal by year's end.

In September, the Main Library moved its operation to the Phillips School in anticipation of the construction. Due to limited space, fewer computers were made available, but the entire collection of library materials was made accessible at Phillips or at one of the branch libraries.



Packing up the Hunnewell Room.

By December, construction bids were opened and a contract was awarded to Delulis Brothers Construction. Work began by the end of 2004. The schedule calls for construction to be complete in 18 months.

The library has a commitment to making as much information available as possible, including electronic resources. To help fulfill that commitment, new databases were acquired in 2004, including Wall Street Journal online, Washington Post online, SYBWorld (online version of Statesman Yearbook), Facts on File Forms, Ferguson's Career Guidance Center, Loislaw (laws from all 50 states), Grove Art Online, Microcosm (Dun & Bradstreet information about Massachusetts companies), Morningstar, ReferenceUSA (information about companies nation-wide), and Prices4Antiques.

In an effort to expand our services available from home, the library acquired Library Insights Museum Pass management software. This allows Watertown residents to book museum passes up to 90 days in advance, all from the comfort of their own home. The software compiles pass usage statistics, sends reminders to patrons who have reserved passes and helps the staff keep information up-to-date.

Trustees

In 2004, the Trustees were very busy coordinating the fundraising effort for the Main Library renovation and addition project.

In appreciation of the many hours donated to the library by volunteers, the Trustees honored them with a Volunteer Appreciation night in June. In 2004 volunteers donated a total of 1,817 hours. In addition, high school students served 455 community service hours at the library, and Project Literacy tutors donated 7,500 hours to tutor people in learning English.

Personnel

Each year a Staff Day is held for the purpose of staff development and training. The highlights of this year's Staff Day included communication and team-building training plus a discussion of the Main Library design with our architect, Drayton Fair.

One of the most important aspects of providing excellent library service is to be constantly training staff in order to have the most up-to-date information possible. In 2003, staff attended workshops on young adult literature, children's literature, storytelling, management, readers' advisory and the new Innovative Interfaces integrated library system software. Several staff also attended professional conferences – Massachusetts Library Association Conference, New England Library Association Conference, Public Library Association, Book Expo, and the American Library Association Conference. Staff members regularly participate in professional committees and make presentations at conferences.

Personnel changes occurred in the following departments:

Children's Department

Lindsay Patterson resigned and Julie Roach was hired as her replacement.

Young Adult Department

Kathy Caple resigned.

Custodial

Gregory Brooks and Robert McLaughlin were hired to fill two part-time vacancies.

Programs and Services

The library continues to provide many popular programs and services for children, young adults, and adults.

The scope of training tutorials for adults on using the Internet was expanded to include training in using the new online catalog, online databases, and basic "Internet life

skills” such as opening e-mail accounts and filling out online application forms.

The number of Watertown residents receiving home delivery services increased, and deliveries to local nursing homes continued.

Adult book discussion groups continued, including the semi-monthly adult group, senior book group, poetry group, science fiction group, and Spanish group.

The library presented two movie and discussion programs in conjunction with the Filmmaker's Collaborative, supported in part by a grant from the Watertown Cultural Council.

The Children's Department was very creative with programming this year, as there is limited space at the Phillips for programs. The Lower Hearing Room at Town Hall was the venue for storytimes on Wednesday and Friday mornings. On Saturday mornings, the empty half of the Phillips gym was the location of a “Rumpus Room” program. The Children's librarians seized the opportunity to take their show on the road to schools, as well, presenting all-school programs at Hosmer and Cuniff, and a Children's Book Week Interactive Exhibit at those schools, as well. The librarians also presented after-school programs on a regular basis at Hosmer and Lowell. They were active in other Town-wide activities, including the Memorial Day parade, the Early Childhood Information Fair, and Faire on the Square. Children's activities were held at the branch libraries, and included Tempoland at the East Branch and the annual Strawberry Festival, Garden Day, and Bike Safety Day at the North Branch.



Children and their parents enjoy the last party held in the former Children's Room at the Main Library.

The Young Adult Department continues to provide materials and programs for our teen population. This year a summer reading program for “twens” (4th and 5th graders) was introduced. In addition to the usual summer reading activities, successful web design and blog creation workshops were held. The Teen space in the Phillips School was well planned and a pleasant place for the kids to come to use library materials and receive library service. The proximity to the high school enabled the department to deepen the cooperative relationship with the high school; many more older teens are using the space and collections. School visits from the high school almost doubled over previous years.



Getting ready to do some tie-dyeing in the Teen Room.

The Project Literacy Department conducted English for Speakers of Other Language (ESOL) classes for adults for 25 weeks of the year. Five classes at five different levels served 120 students from January – May. A once a week daytime class for parents was continued at the Watertown Family Network. The Family Network provides childcare. The program was fortunate to receive an award of \$2,000 from

Watertown/Harvard and Watertown/O'Neill Properties Community Enrichment Fund for running an ESOL class and \$811 from the Watertown Savings Bank Annual Customer Choice Awards. Boston Adult Literacy Fund funded two of the evening ESOL classes and childcare for the students' children through June. Through the Bentley Service Learning Center, Bentley students were classroom aides in our ESOL classes and conversation group facilitators. There were six volunteers during the spring semester and three during the fall semester.

Special events during the year included a Community Connections program, which matched community volunteers with immigrant families to meet socially during the summer. A culminating Pot-Luck dinner event was held at the end of October and was a great success with 27 people attending. The department worked with the Friends of Project Literacy to create a postcard on which students wrote notes to past donors. A nine-hour Study Circle on Learner Persistence in Adult Basic Education for staff and volunteers was also held in 2004. Tours for students and tutors at the National Heritage Museum in Lexington and the Museum of Fine Arts were popular, as was a Boston Harbor Islands trip in July. Carole Smith

Berney presented two wonderful workshops on nature for students and tutors. Fifteen people attended each of the June events.

One of our tutor pairs was video-taped for an internal IBM promotional video about community volunteers. The video is promoting volunteerism within the company. As a result of this connection IBM added the Friends of Project Literacy to their charitable organizations list.

Social Events were held for all Project Literacy participants at the end of the school year, June, and in December at a Winter Solstice Party – 120 attended each.



Project Literacy student and teacher meet in the library.

Friends of the Watertown Free Public Library

The Friends of the Library expanded their support of the Museum Pass Program which enables Watertown residents to visit the area's major museums at no or nominal charge by adding a pass to the Orchard House in Concord. The Friends sponsored many library programs and conducted successful book sales.

Statistics

Items added to the collection:

Books	10,071
Sound Recordings	1,904
Videos/DVDs	2,687
CD-ROM/Video Games	183
TOTAL:	14,845

Circulation:

Main Library –	
Adult and Young Adult	210,291
Main Library – Children's	105,830
East Branch	21,660
North Branch	28,755
TOTAL CIRCULATION:	366,536

Reference Questions Answered in person, via telephone, and e-mail:

Adult and Young Adult	12,584
Children's	5,284
TOTAL:	17,868

Attendance at Programs:

Department	Number of Programs	Attendance
Adult	69	300
Children's	332	10,818
Young Adult	37	532
TOTAL:	438	11,650

Veterans' Services

"Honoring Those Who Answered the Call and Those Who Are Still Serving"

During 2004, the Veterans' Services Department continued to assist Watertown veterans and dependents in receiving all state and federal benefits to which they are entitled. With the country at war, we are also assisting departing and returning veterans in getting the same benefits.

Assistance Provided

- Enrolled veterans in the health system of the Veterans Administration.
- Assisted veterans in submitting paperwork to receive service-connected disability and pension benefits from the Veterans Administration.
- Worked with widows of veterans to apply for dependents indemnity compensation (DIC) and widow's pension.
- Enrolled eligible veterans and dependents in state Mass General Law 115 benefits, which includes financial assistance for needy veterans, spouses, and children.
- Assisted those eligible in applying for state-funded annuities for 100% service-connected disabled veterans, and widows and parents of veterans killed-in-action.
- Obtained burial financial assistance for indigent veterans to ensure proper burials, also assisted with funerals for many veterans.
- Screened veterans with service-connected disabilities and dependents to determine eligibility for property tax abatement under MGL 59, section 5, clause 22a – 22e.
- Assisted in enrolling eligible veterans and dependents in Social Security, Social Security Disability(SSD) and Supplemental Security Income.
- For prescription payment relief, assisted in enrolling veterans in the state Prescription Advantage program.
- Made education Montgomery GI Bill referrals to state colleges.
- Helped veterans with job search assistance in conjunction with the state Department of Employment & Training.
- Transported veterans to VA hospitals and clinics.
- Held monthly Veterans' Council meetings.
- Ordered grave markers for deceased veterans.
- Worked with Bob Kaprielian to videotape veterans as part of Watertown's ongoing "Veterans Oral History Project" ... these tapes are shown periodically at the Senior Center and on local cable television.
- Worked with Watertown Housing Authority to assist eligible veterans in obtaining town housing.
- Enrolled hospice-care veterans in VA nursing homes and assisted-living facilities.

Events

January:

- 104th birthday party for our very own 104-year-old World War I (Navy) & World War II (Army) veteran Russell Buchanan at AMVETS Post #14.
- Veterans of Foreign Wars Post #1105 annual "Walk for Homeless Veterans" at the Arsenal Mall.
- Spoke at the Watertown Senior Center on veterans' benefits.

February:

- Participated in VA West Roxbury "Iraq Homecoming Day."

May:

- Memorial Day activities.
- Norman Darling Killed in Action in Iraq, wake in Watertown, funeral at Bourne VA national cemetery.



Memorial Day.

June:

- Spoke at the monthly Health Task Force meeting.

July:

- World War I captured German cannon re-dedication July 4 at Victory Field – many thanks to Arthur Napolitano and Steve Russo (who both were primarily responsible for this event happening), the entire Department of Public Works, and Town Councilor Mark Sideris, whose company painted the cannon for no charge.

August:

- Russ Buchanan invited to a Red Sox game at Fenway Park and honored as a “Shining Star” at home plate before the game, VFW Post #1105 color guard presented the colors.



Russ Buchanan honored at Fenway Park.

September:

- Patriot Day 2004 – Saltonstall Park.
- Prisoners of War (P.O.W.) Remembrance Day – VFW Post #1105 – six Watertown veterans were honored as having been P.O.W.s.



Patriot Day.

October:

Russo/Todino Square dedication – Forest and Quirk Streets.

- Faire on the Square 2004 – an information table was set up to distribute information on many veterans benefits and programs.
- Berge Avadanian – AMVETS Post #41 member – honored by the Red Sox baseball team at Fenway Park before several games, including the pennant and world championship playoffs.

December:

- Participated in a local cable show with Watertown's State Representative Rachel Kaprielian concerning veterans' issues, benefits, programs, etc.

November:

- Veterans Day – Shutt Marine Detachment – William Guenon, Jr. gave an excellent presentation about the Son Tay P.O.W. Raid, an attempt to rescue American servicemen from North Vietnam.
- Taxiarchae Greek Church – dedication of a second plaque commemorating those church members who are veterans, the featured speaker was former Governor Michael Dukakis.

John A. Ryan Skating Arena

The John A. Ryan Skating Arena successfully completed its thirty-second year of operation. The Arena began the long anticipated expansion of the locker rooms.

The new structure will have four rooms larger and more comfortable than the previous rooms. The ice resurfacer room was relocated to center ice, away from the lockers. In the original design the players would need to walk behind the resurfacer to access the rooms, creating a safety hazard. In addition to these improvements a new water line was brought to the Arena from Pleasant Street, the area of the spectator stands will be heated and a new hot water system will supply the expanded space.

The new rooms will provide a place for the Watertown High School Boys and Girls hockey teams to store their equipment during the High School hockey season. Their regular season runs from the Monday after Thanksgiving until the end of February.

In March of 2004 the Arena hosted the Massachusetts Interscholastic Athletic Association playoff games. The MIAA continues to come back to the Arena year after year. If the WHS boys continue their pace, they could be playing in the tournament in the 2004-2005 season.

Watertown Youth Hockey provided a competitive and fun atmosphere for the youth of Watertown. WYH continues to grow in

numbers while still remaining small enough to provide each skater the attention they need.

Also competing at the Arena are the Bentley College Falcons. Bentley is a member of the Division One Atlantic Hockey League. The league consists of teams such as Army, Holy Cross and the University of Connecticut.

Middlesex Youth Hockey plays more games at the Arena than at any other. This gives people from outside of Watertown a chance to see what Watertown has to offer.

The Arena would like to thank the Staff at Town Hall, the Department of Public Works, Watertown Police and Fire Departments for all their help in keeping the Arena operating at the level it does.



Department of Public Works

Center Stage

Two major projects were center stage for Calendar 2004: the renovations of the Public Works facility, which began in April 2003 and continued throughout 2004, and the Watertown Square Roadway and Streetscape Improvements, which began in the late spring of 2004.

Department staff has spent untold amounts of time working with and in support of contractors on both projects.

Departmental Overview

Administration

The office staff handles public relations and information, permits, departmental payroll, purchasing, invoicing, accounting, water and sewer billing, commercial trash collection billing, cemetery records, funding issues surrounding all construction contracts and interfaces with state and federal agencies. Administrative staff also maintains communications with the Town's contractor providing residential trash removal, and handles public relations, data collection and analysis, and State reporting requirements regarding trash collection and recycling.

Cemetery

The Cemetery division is responsible for maintenance of over thirty acres of cemetery at three separate locations, sale of grave plots, preparation of graves, oversight of funerals at Town cemeteries.

In FY2004, the division handled 123 interments and 18 cremations, one disinterment and burial of two stillborn infants. Thirty-four graves were sold for immediate use. Sixty-eight monuments were installed and 18 flush markers were placed, exclusive of veterans' markers. The Common Street Cemetery received one cremation.

Central Motors

The staff maintains and repairs vehicles for nine divisions, Town inspectors and administrative vehicles. Vehicles range from light pickup trucks to heavy dump trucks and related construction equipment.

During 2004, the Department purchased a new MadVac for clearing trash from sidewalks and municipal parking lots, three Ford 550 dump trucks for the Highway, Parks and Forestry divisions, a utility truck for the new Water Quality Foreman and a new backhoe for the cemetery.

Forestry

The Forestry division handles the pruning and maintenance of our urban forest. In 2004, the division took down 138 trees, almost double that of the preceding year, 16 of which were takedowns necessitated by storm damage and three necessitated by accidents. Over 240 trees were trimmed and 81 stumps removed.

Highway

The Highway division is responsible for maintenance and repair of approximately 72 miles of Town roadway and 144 miles of Town sidewalk, maintenance and repair of paved areas abutting or contained within Town facilities, review and issuance of relevant permits.

In 2004, staff of the Highway division placed 192 yards of loam, filed 756 tons worth of asphalt into potholes, placed 24 street patches and rebuilt 12 sidewalk locations. Staff also performed extensive preparation work in support of the renovation work taking place at the DPW.

Tom Leonard retired in early 2004.

Contract Work

Contractors placed 3,540 feet of berm, repaired 16 roadways, placed 3,900 square yards of concrete in the repair of Town sidewalks and 1,600 square yards of concrete driveway aprons. Twenty-six (26) pedestrian ramps were repaired and 20 roads were treated with crack sealing.

Parks

The Parks division handles all maintenance needs at 88 acres of Town grounds, parks and recreational facilities configured in 12 baseball fields, seven soccer fields, one field hockey field, one football field and two water parks, including picnic tables, cookout grills and public restrooms. The division interfaces with all groups using facilities, and accordingly marks playing grounds for all baseball, football, field hockey and soccer games played by high school, recreation department and youth groups in spring and fall.

The division uses the services of outside contractors to assist in parks maintenance and turf maintenance.

The Department was again fortunate to have the assistance of students in the summer of 2004. Students worked in the areas of parks, cemeteries, forestry and highway. In a seemingly short period of time, the students accomplished a great deal of work.

Water, Sewer and Drain

In 2004, the staff performed 52 water renewals, repaired 83 house line service leaks, seven water main breaks, replaced 20 fire hydrants, repaired 16 hydrants following the annual flushing program, inspected or repaired 158 hydrants following inspection by the Fire Department, replaced two main gate valves, replaced seven sewer lines, repaired four storm drain lines, rebuilt

86 catch basins, responded to 177 house line sewer backups and 115 main line sewer backups, installed six new precast manholes or catch basins, and cleaned 3,200 catch basins.

Staff also performed the annual six-week program of hydrant and water main flushing, conducted weekly drinking water quality sampling in conjunction with the MWRA, entailing 520 samples over the course of the year, marked, inspected and sampled river outfalls for quality of river water, continued our programs for smoke testing and television inspection of sewer and drain lines, and conducted three rounds of sampling for lead in drinking water at residences and elementary schools. The division started a GPS program and a program to test larger commercial-sized water meters.

Tony Miele of the Water Department retired in early 2004.

Engineering

During CY2004, contracts were bid for traffic signal maintenance, sidewalk repairs, replacement and remodeling of catch basins and manholes and replacement of water services.

One hundred and five (105) requests for engineering information were researched and completed.

Site Review Process

Department staff conducted plan reviews, inspections, and meetings with project proponents for seventeen major construction projects within the Town.

Snow and Ice

The staff delivered the Department's usual standard of excellence for snow removal throughout 2004.

During the early months of 2004, the staff processed and submitted paperwork for receipt of over \$174,000 in emergency assistance reimbursements from the Federal Emergency Management Agency (FEMA) for expenditures during the blizzard of December 2003.

Waste

Sale of 1705.9 tons of excess trash capacity at the incinerator in North Andover netted the Town a record \$123,677.75.

Recycling

Despite overall reductions in the State budget which prevented the Massachusetts Department of Environmental Protection from issuing its usual grant supporting the printing and or mailing of municipal recycling calendars, the Department of Public Works went forward without the usual grant and issued its recycling calendar to the residents without interruption of service.

Following the demolition of the former incinerator building, recycling center operations were shifted temporarily to an abutting area where collections continued successfully, increasing volumes collected in the past.

Environment

Pursuant to an enabling Ordinance of the Town Council, the Environment and Energy Efficiency Committee was launched in November 2003 with five members of the public and Sue Tamber, Deputy Superintendent, as the Town's representative.

During Calendar 2004, the first full year of the committee's existence, the committee met with members of the Library staff and the Library building committee to consider options for incorporating green practices into the design of the new library. The group's first public education project was the design of brochures with tips for energy savings in a variety of categories. Brochures were reproduced by the Department and distributed to the public at Faire on the Square.



Police Department

Bureau of Administrative Services

In 2004, the Police Department continued to apply for and was granted several State and Federal Grants. In 2002, the Police Department was among a select few departments in Massachusetts to receive the Office of Community Policing Services U.S. Department of Justice "Cops In School" grant. In 2004, this grant provided our department funding for two full-time police officers. These School Resource Officers (SRO) devote all of their time to working in the schools, building relationships with students and faculty. The goal is to reduce crime, bullying, recidivism and to continuously build upon positive relationships developed with the students.

The Police Department received a grant from the Commonwealth of Massachusetts to continue implementation of the Community Policing program. These funds allow for a myriad of activities to bring the citizens of Watertown and the Police Department together for improving the quality of life and combating crime. This grant is also providing funding for our membership in the North Eastern Middlesex Law Enforcement Council (N.E.M.L.E.C.). This is a regional task force which provides a number of support services to combat criminal activities and domestic or foreign terrorism. Our department provides support personnel for N.E.M.L.E.C.'s Rapid Response Team (RRT), SWAT, Dispatch, Motorcycle officers, and Computer investigation. The Department also received a 2004 State and Federal bulletproof vest grant, which allowed the much-needed replacement of vests older than five years.

In 2004, the Police Department completed expenditures authorized under the Bureau of Justice Block Grant it received in 2002. The department purchased communication,

computer, and other related equipment. The department purchased rifles, handguns and ammunition as well. The Watertown Police Web Page, R.A.D. equipment, and other community policing initiatives were also funded. In 2004, the department did not qualify for another Bureau of Justice Block Grant as new rules, which take into consideration population and crime statistics, made the city ineligible.

The Police Department is working closely with Watertown's Wayside Multi-Service Center and the Department of Public Health on a newly approved one-year Heroin & other Opiates planning grant. This planning grant's goal is to identify some methods to prevent and or reduce heroin use in Watertown.

During 2004, the Police Department continued to fund its highly acclaimed and successful Cops and Kids program at the middle school. The department conducted its 17th & 18th Citizen Police Academies, four R.A.D. (Rape Aggression Defense) programs and was instrumental in the continued operation of several programs conducted at the Fitness Gym at the Watertown High School.

On June 12, 2003 the Watertown Police Department achieved full accreditation by the Massachusetts Police Accreditation Commission. Our department became the third police department in Massachusetts to acquire both accreditation and certification. During 2004 the department continued to examine and modify its policies and procedures in anticipation of the accreditation renewal process.

The department completed its first full year reporting its crime statistics to state and federal agencies via the National Incident-Based Reporting System (NIBRS).

The old UCR (Uniform Crime Reporting) Program collects offense information on the eight Part I crimes of homicide, forcible rape, robbery, aggravated assault, burglary, larceny-theft, motor vehicle theft, and arson. It provided limited information about offenses, victims and offenders, and includes reported arrests for 21 additional crime categories. Under NIBRS, law enforcement authorities provide information to the FBI on each criminal incident involving 46 specific offenses, including the eight Part I crimes, that occur in our jurisdiction. Details about each incident include information about multiple victims and offenders. Arrest information on the 46 offenses plus 11 lesser offenses is also provided in NIBRS.

During 2004 the department incorporated the use of "Live Scan," an optical fingerprinting system. This system allows direct access and reporting to the state police Automated Fingerprint Identification System (AFIS). The traditional 10-print card ink fingerprinting methods can take anywhere from one week to more than a year to process. Digital fingerprinting, in the booking process, captures forensic-quality fingerprints that are consistently sharper than traditional inked finger images. In addition, the digital fingerprint record allows the printing of multiple 10-print cards in standard card formats with no degradation of the image. The unit saves time by automatically initiating electronic transmission to the State AFIS system. Finally, when connected to an AFIS system, the unit contains software that makes it possible to obtain a positive identification in minutes, often while booking is still in progress. This rapid response is of great importance due to the fact that it may take up to six months for another agency to receive or notify our local department that the person fingerprinted is wanted in their state.

Detective Division

The Detective Division is comprised of the Investigative Unit, Licensing Unit, Juvenile Unit, Domestic Violence Unit, Drug Unit and the Prosecutor's Unit. Members of the division investigated numerous crimes, initiated investigations, inspected licensed premises and were involved in programs for juveniles, the elderly, the business community and the general public.

As a result of a continued Federal Accountability Incentive Block Grant (JAIBG) the Watertown Police Department is continuing the Juvenile Encounter Team (J.E.T.) program. The newest J.E.T. program will run from September 1, 2003 until June 31, 2004. (Extended to conform to Commonwealth's Fiscal Year Cycle.)

The J.E.T. program is a cooperative effort between the Waltham Probation Department, Middlesex DA's Office and the Watertown Police Department. This program, which is directed by Det. Sergeant William Logue, funds the joint weekend night patrols of a team consisting of a police officer and probation officer. The team attempts to locate, field interview and counsel youths who have been identified as "at-risk" or youths that are currently on probation. This team patrol approach has proved effective at lowering the number of youths who re-commit criminal offenses. Two probation officers and 12 police officers are assigned to the program. This program ran until June of 2004 when the funding for the grant was cut at the State level.

The Domestic Violence Unit was established in 1992 and investigates over 200 cases a year. Det. Joseph Kelly was appointed as the Domestic Violence Officer in June of 2002. In addition, the unit provides legal advice, support and assistance to other agencies, with the emphasis being placed on the safety of the victim and prosecution of the abuser.

This department is a member of the Suburban Middlesex County Drug Task Force (SMCDTF) which was formed in

1996 and consists of officers from nine area police departments. The division currently has one detective assigned to this task force. In the year of 2004 the SMCDTF has conducted forty-nine (49) investigations. These investigations resulted in the arrest of sixty-five (65) persons, ten criminal complaints and the following seizures:

Drugs:

Cocaine	2,173 grams
Marijuana	16.51 pounds
Heroin	44 grams and 85 bags
Crystal methamphetamine	11 oz.
Percocet	20 hits
Oxycontin	179 hits
Steroids	150 pills and 24 vials
Klonopin	6 tablets

Weapons:

Handguns	4
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Other Assets:

Vehicle	6
U.S. Currency	\$65,287

In June of 2003, this unit was decentralized. The unit is currently still operating under this decentralization model.

The Prosecutor's Unit continued to work effectively with the Middlesex County District Attorney's Office. The Prosecutor's Unit handled over 1046 cases in the year 2004.

The Detective Division has continued to work closely with other area departments, including Federal agencies in the area of drugs, gaming, organized crime, sexual assault, financial crimes and firearms. Our Detectives attend monthly detective meetings where they exchange information with area detectives. They attend the Greater Boston Detectives' meeting which is held monthly at Brookline Police Department and the NEMLEC Detectives' Meeting which is held at the Stoneham Country Club. These meetings have provided us with valuable information on criminal activity in our area and also have enabled us to establish relationships with detectives and agents from various departments.

Throughout the year there was a continued effort to scrutinize reported crimes. This strategy revealed that many crimes that were reported were unfounded or false and that many employees committed reported commercial larcenies.

In addition to their normal duties the division also conducted alcohol-related sweeps aimed at curtailing teenage involvement in such activity. Package stores, clubs, and restaurants were monitored and youths questioned as to proper identification. The success of these operations is a result of the educational efforts of this division directed towards the liquor establishments and the strong enforcement action by the Watertown Licensing Board. The division also participated in teaching several classes at the Watertown Citizen Police Academy.

Personnel Changes

The Detective Division had no personnel changes during the year 2004.

Licensing Unit

In order to encourage cooperation between the licensees of the City and the Police Department, with the intent to detect possible violations of the laws and regulations governing licenses, members of this unit conducted inspections of various licensed establishments during both day- and night-time hours. Any irregularities observed during these inspections were investigated and appropriate action taken whenever deemed necessary.

During 2004, complaints filed with the Watertown Licensing Board resulted in the following actions being taken: The suspension of three (3) licenses for alcohol establishments for a total of six (6) days. In addition, several licensed establishments, including both alcohol and auto repair, were issued written warnings.

License Applications 2004

APPLICATIONS:	Processed	Approved	Denied	Susp/Rev
<u>Firearm Applications</u>				
License to Carry – CL A	43	53	0	0
License to Carry – CL B	5	6	0	0
FID CL C	16	16	0	0
FID CL D	14	10	0	0
Alien Permit – FID	3	2	1	0
TOTAL	81	87	1	0

Alcohol Applications

One Day Permits	211	211	0	0
Sunday Closings	3	3	0	0
Special Closing Hours	21	20	1	0
TOTAL	235	234	1	0

Other Applications

Auctioneers Special	10	10	0	0
Block Party	21	21	0	0
Constable	3	3	0	0
Entertainment	4	2	2	0
Fair/Carnival	10	10	0	0
Hackney Carriage	26	26	0	0
Hackney Driver	70	66	4	0
Outdoor Concert	2	2	0	0
Peddler	10	10	0	0
Raffle & Bazaar	19	19	0	0
Road Race/Walk-A-Thon	6	6	0	0
Solicitor	16	16	0	0
Tag Day	2	2	0	0
TOTAL	199	193	6	0

Misc. Investigations

And/or Requests for Service: 255

The following licensed establishments served suspensions during the year of 2004:

Inner Limits
Ricci's Package Store
Conley's Bar and Grille

Juvenile Unit

During the year 2004, this department had official contact with 147 juveniles, 111 males and 36 females, for various incidents, with 21 arrested and 22 juveniles summonsed.

Det. David Collins has been the department's juvenile detective since 2001. The Juvenile Detective's responsibilities include conducting investigations involving Juveniles and working with Juvenile Probation and the Department of Social Services. He works as a member of the Juvenile Encounter Team (JET), which provides a positive working relationship between the police, probation and the court system. This program is designed to meet at-risk juveniles in their

home, school or hangouts with the intent to give guidance, direction and encouragement. The Juvenile Officer also attends monthly meetings of Community Based Justice (CBJ) which is a group meeting sponsored by the Middlesex County District Attorney's Office, school officials and Police Officers. The purpose of these meetings is to share information involving juveniles who are in violation of the law, probation (including CHINS) or school rules that may affect themselves or others within the system.

In the year 2002, we had the addition of two School Resource Officers (SROs) to our department. Officer Lloyd Burke was assigned to the Middle School and Officer James O'Connor was assigned to the High School. These new positions have greatly reduced the workload of the Juvenile Officer. These officers work in conjunction with the Juvenile Officer on issues regarding juveniles. These officers continue to work together on numerous cases in the school and the results of this program have been extremely positive. The SROs have become a tremendous resource to the Detective Division with their assistance in a variety of incidents and cases involving students.

Domestic Violence Unit

Det. Joseph Kelly was assigned as the Domestic Violence Officer in June of 2002. This department investigated over three hundred and eleven (311) domestic related incidents, which resulted in the arrest of eighty-seven (87) individuals, and also responded to approximately two hundred ninety (290) family disturbance calls. This department also received and processed approximately two hundred (200) restraining orders during this year.

Det. Kelly monitors all domestic related incidents and conducts follow-ups and contacts victims and defendants when necessary. Det. Kelly also attends round-table discussions at Waltham District Court on a monthly basis. These meetings are with representatives from the District Attorney's Office, victim-witness advocates and domestic

violence officers from surrounding cities and towns. Det. Kelly also publishes a domestic "Hot Spots" list in the weekly bulletin and through department e-mail, which keeps officers updated with current domestic related issues in the Town.

Investigations

In February of 2004, there was a shooting incident at 33 Dexter Avenue. Investigation led to the stop of a suspect vehicle in Cambridge that resulted in the arrest of two individuals and the recovery of two loaded firearms.

In February of 2004, an armed robbery of an individual in the Lexington Gardens Housing complex resulted in the arrest of four Cambridge residents.

In March of 2004, a bomb threat investigation at UPS resulted in the arrest of a Chelmsford resident.

In April of 2004, our detectives identified a suspect on the Mass Most Wanted website that resulted in the arrest of a former Watertown resident for four bank robberies and a supermarket robbery in various communities.

In April of 2004, detectives investigating a breaking and entering at Midas Muffler were able to obtain a confession that resulted in the arrest of a suspect for this crime.

In August of 2004, a bomb exploded at 313 Pleasant Street. This investigation resulted in the arrest of a former employee of the building for the pipe bomb explosion.

In August of 2004, we had a string of armed robberies of convenience stores that led to the arrests of two Watertown residents.

Community Relations and Staff Development Division

Accreditation

In October 2003, the Executive Office of Public Safety disbanded the Massachusetts Police Accreditation Commission due to the lack of state funds and the low number

of agencies that have been able to reach accreditation status. In the summer of 2004, the Massachusetts Police Accreditation Commission, Inc. was founded. This organization is a non-profit organization and receives no state funding. The organization is funded solely by agency fees. The Massachusetts Police Accreditation Commission, Inc. recognizes all agencies previously granted accreditation by the state's commission, the Watertown Police Department being one of those agencies.

The Watertown Police Department continues to maintain its accreditation requirements. Accreditation maintenance requires detailed documentation of training, reports and compliance with issued policy and procedures, constant policy review and updates, and maintenance of the facility and equipment, among many other requirements. The maintaining of accreditation status is actually more challenging than the initial accreditation achievement. The initial granting of accreditation is based mainly on the implementation of policies and procedures. Re-accreditation requires proof that the agency not only implemented the approved policies and procedures but that the agency has been following and complying with the myriad of policies and procedures implemented.

Department Training

During the year 2004 all members of the Watertown Police Department attended twenty-four hours of in-service training sessions presented by the Massachusetts Criminal Justice Training Council. The in-service training program has a core curriculum consisting of criminal, motor vehicle and constitutional law updates, defensive tactics, first aid and cardiopulmonary resuscitation (CPR).

Training was at the forefront for the Watertown Police Department this year. The department conducted two mock drills. The first drill was conducted in April and consisted of a mock school shooting at the Watertown Middle School. Numerous

officers were dispatched to the school and the officers practiced what they had been previously taught in the classroom. Roads were blocked, perimeters were set and Watertown officers assigned to the NEMLEC tactical team were called in to engage the shooter. Citizen volunteers were used to barrage the communications center with calls ranging from concerned parents, barricaded teachers, to the news media. The scenario was very realistic and the officers learned a great deal.

The second mock drill took place in June and involved a mock bank robbery that turned into a hostage situation at the Watertown Savings Bank on Church Street. Again the officers conducted a full-scale response and much was learned from this event.

The mock incidents were conducted so that Watertown officers will be better prepared to respond and mitigate an actual critical incident. Hands-on training prepares officers in a way that cannot be accomplished in a classroom environment.

The Watertown Police Department also conducted a large-scale training event at the Watertown High School in May. The officers were divided into teams by their work assignments; such as traffic, detectives, night patrol and so on. The officers rotated from various training stations such as, use of force, drunk driving, domestic violence and others. Local experts from the various disciplines were brought in to conduct the training.

Firearm training and qualification courses were conducted for all department members twice during the year 2004. In the spring, all officers attended a field-training course at Ft. Devens, Ayer, MA, where all officers were trained and certified in the use of the AR-15 patrol rifle. In the fall, all officers went to the Boston Police Range at Moon Island in Boston where they qualified in nighttime low lighting conditions.

Dr. Jack Enter, a nationally renowned expert in the area of police management, was brought in to conduct a four-hour training session for all of Watertown's police supervisors.

The department also brought in Attorney Patrick Rogers and Attorney John Scheft to instruct all of Watertown's police officers in the area of criminal law and criminal procedure. Attorney Rogers and Attorney Scheft are considered the local experts in the areas of Massachusetts's criminal law and procedure.

In addition to the aforementioned training, various officers also attended training sessions in the following areas: critical incident management, community policing, school safety, terrorism, sexual assault, illicit drugs and many others.

North Eastern Massachusetts Law Enforcement Council (N.E.M.L.E.C.)

The Watertown Police Department continues its commitment and affiliation with NEMLEC. In 2004, the Watertown Police Department assigned three officers to the NEMLEC motorcycle unit and two additional officers to the SWAT team.

In 2004, Watertown officers assigned to NEMLEC assisted the Boston Police Department with security for the Democratic National Convention and the World Series baseball games, as well as numerous other assignments with various other agencies.

Community Relations and Staff Development Unit

The Community and Staff Development Unit consists of two School Resource Officers, two full-time Community Police Officers, and one Technical Services Officer.

One Community Police Officer teaches D.A.R.E. substance abuse education classes to sixth and seventh graders, and also teaches first graders about staying away from strangers. This officer also provides support to the three Watertown public

elementary schools. This officer is a resource for criminal and legal information, and assistance with troubled youths. This officer not only teaches classes, but is actively involved in the schools' fund-raisers, peer mediation, field trips, bullying prevention, and parent meetings. The Department's Cops and Kids program is staffed by the Community and Staff Development Division officers.

The second Community Police Officer offers a wide range of presentations and training seminars to the citizens of Watertown. The officer also works with community groups, and participates in neighborhood improvement and crime reduction projects. The Community Police Officer is a certified D.E.C.I.D.E. instructor. This is a risk reduction and self-defense course for senior citizens. The officer not only teaches the course, but regularly conducts home visits to senior citizens at-risk. In February 2004, the Community Police Officer developed and managed a new Cops and Kids program at the Watertown Middle School titled Young Women's Issues 2004. This program centered around the issues and concerns of pre-adolescent and adolescent female students, and provided a forum for these students to discuss the current complex issues that young women face. The class was supervised by five of the Department's female officers, and included guest speakers from various professional backgrounds. This program also received high praise, and will be offered again in 2005.

The Department has one full-time officer in the High School and one in the Middle School. These officers build relationships with the students and staff, provide a sense of security in the facility, and provide guidance to teachers, students, and their parents. The High School officer regularly teaches classes about the law and legal issues as they pertain to their age group. The Middle School Resource Officer regularly attends the Department's Cops and Kids program. These officers regularly attend the Community Based Justice meet-

ings, and work with the administration to assist in obtaining necessary services for students. These officers continue to be members of the North East Massachusetts Law Enforcement Council's School Threat Assessment Response Unit. This team of four individuals assists other NEMLEC communities when their school community faces a threat.

The Technical Services Officer conducts crime trend research, information sharing with area police departments, quality assurance of departmental information, and completes special projects as they arise. This officer is also actively involved in the Cops and Kids program.

The Division uses surveys to measure citizens' fear of crime and satisfaction with the Police Department. The survey also gives citizens an opportunity to make recommendations on how the Department can improve its quality of service. On a quarterly basis, 150 random surveys are mailed to citizens who have had contact with the Department. The Department has received an overwhelmingly positive response to the survey questions.

The Watertown Police Department continues to offer the Rape Aggression Defense Systems program to women who live or work in Watertown. This 16-hour risk reduction and self-defense course is free for participants. In 2004, the Department's certified instructors held four R.A.D. courses. The program remains well-received and attended.

In 2004, the Community and Staff Development Division held its first Halloween event, "The Haunted Police Station." For this event, the booking and cell block areas of the station were converted into a haunted house. The event targeted children under age 12. The event was an enormous success, and many participants requested that the Police Department make this an annual event for the children of Watertown.

Also in 2004, as part of the Middle School Cops and Kids program, the Young Women's Issues program began. This program targeted female Middle School students, and provided a forum for these students to discuss the current complex issues that young women face. The class was supervised by five of the Department's female officers, and included guest speakers from various professional backgrounds. This program also received high praise, and will be offered again in 2005.

Sworn Personnel – 2004

Promotions: None

Appointments:

David Crabbe	4/12/2004
Paul Fantasia	4/12/2004
Kevin McManus	4/12/2004

Retirements:

Gail Miles	7/13/2004
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Resignations:

Sean O'Malley	4/2/2004
Teresa Leonard	4/23/2004
Edward Farrell	8/13/2004
Robert Dexter	8/30/2004
Michael Tulipano	11/1/2004
David Downs	11/24/2004

Civilian Personnel – 2004

Promotions:

Judith Patenaude – Head Clerk	4/15/2004
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Resignations:

Maria Bianchi-Rosen – Principal Clerk	9/9/2004
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Bureau of Field Operations

Patrol Division

The primary mission of the Patrol Division is to serve Watertown's citizens through a cooperative effort and to protect their property through enforcement of laws and highly visible deterrent activities. The officers of the Patrol Division represent the department's first response to all emergencies and most calls for service. Due to retirements, the Department hired three new officers in 2004 to fill vacancies. They are Off. Paul Fantasia, Off. Kevin McManus, and Off. David Crabbe. From the time an officer retires, it takes approximately one year to hire and train an officer to fill that vacancy.

During 2004 the Patrol Division responded to 19,423 calls for service and made over 10,000 motor vehicle stops. These calls initiated investigations and events that resulted in 512 arrests and 408 summons being issued. These statistics do not reflect all of the officer-initiated contacts made by patrol officers during the course of routine patrol. Heavy emphasis by the Patrol Division was also placed in the enforcement of traffic regulations in keeping with the goal of moving traffic safely and efficiently on the streets of Watertown. Officers and equipment were assigned to monitor and enforce traffic rules and orders when necessary in keeping with this goal.

Officers were also assigned to "hot spots" for enforcement. These locations are where a large number of accidents or violations occur, or where there are numerous complaints by citizens. This selective enforcement activity was funded by a \$5,200 grant the Department received from the Massachusetts Executive Office of Public Safety.

Patrols were adjusted during the course of the year to address increased activity due to crime trends, holidays, special events, and recreational events at parks and playgrounds. Patrols were increased during peak shopping periods in the business districts of Watertown. This was accomplished

by using motor patrol, foot patrol, and the use of motorcycles. The Patrol Division works in concert with other divisions in the Police Department and outside public and private agencies within the area to accomplish the objective of providing the most effective deployment of personnel possible. Computer data is analyzed to assist in the deployment of police officers to areas in need of police attention.

The Patrol Division, as well as the entire Police Department, is committed to Community Policing. One of the goals of Community Policing is to build a partnership between the police and the community, encouraging interaction between the two so that we can solve community problems together. This partnership also allows the community to let the police know what concerns they have and which issues they feel are important and would like addressed. Officers receive training in Community Policing and are encouraged to increase their interaction with the citizens on their respective patrol routes. Officers are also relieved of their assignment for a portion of their shift to work with the community on various issues and problems. Accomplishments include a Police Athletic League that has had over three hundred fifty youths participate who are coached by police officers and dispatchers who volunteer their time, and a "Cops and Kids" program involving police officers and middle school students in a structured after-school program between the hours of 2:30 p.m. and 4:00 p.m. In 2004 the Police Department held two Citizen Police Academies which gave participating citizens an inside look at the police department. Each class is made up of approximately twenty citizens, of all ages, and is taught by police officers on various subjects including narcotics, criminal law, traffic, patrol procedures, and deadly force. The program also included a ride-along, where participants can ride with an officer on patrol to get an up-close and personal view of police work.

The department also received a state and federal grant in 2004 of \$2,100 to purchase bulletproof vests for its officers.

Public Safety Dispatchers

There are nine Public Safety Dispatchers that answer over 100,000 estimated incoming phone calls per year. The dispatchers answer all calls for assistance for both the Watertown Fire Department and Police Department. The dispatchers come under the Patrol Division of the Police Department. They are the first point of contact for all citizens requesting assistance or directions from either department. The dispatchers answer all E-911 calls, which totaled 6,529 calls in 2004, and are responsible for dispatching all fire apparatus and ambulances when required. They also dispatch all police cars to service and emergency calls, which amounted to 19,423 calls for service last year alone. These dispatchers are also required to make contact with the Registry of Motor Vehicles to obtain vehicle information and confirm warrants on wanted individuals. Two new dispatchers were hired in 2003 to fill vacancies. They were Disp. Michael Annis and Disp. William Saltzman.

Traffic Division

In 2004 the Watertown Police Department Traffic Division conducted traffic enforcement activities throughout the Town. These activities included enforcement of both parking regulations and moving motor vehicle laws.

The Traffic Division has two patrol cars and four Harley Davidson motorcycles assigned to it. Officers operating these motorcycles attended forty hours of instruction at the Boston Police Motorcycle Training Academy and the M.B.T.A. Motorcycle Training Academy.

The Traffic Division supervises two town employees who are employed as Parking Enforcement Officials. The addition of these two positions allows Police Officers to dedicate their time to other police duties.

Between January and December 2004, the Traffic Division conducted surveys, studied traffic flows, and conducted investigations for the Watertown Traffic Commission. This information was used by the Traffic Commission in their determination for the addition, replacement, or deletion of traffic signs, rules and regulations.

The Traffic Division also conducts additional surveys and investigations for other Town agencies such as the D.P.W., Zoning Board of Appeals or Planning Board.

The Traffic Division also has two speed/radar trailers, purchased with federal grant money awarded to the department. These trailers are portable radar units that display the target vehicle speed on a 3' x 3' display window. These trailers can also conduct traffic counts, counting the number of cars that pass by, by the hour of day, and recording their speed. This appears to be an effective tool in reducing vehicle speed in problem areas where the trailer is set up.

The Traffic Division also supervises twenty-two full-time and two part-time traffic supervisors. These supervisors are responsible for traffic control and the safe passage of school children in and around the public schools.

In the event of any serious or fatal accident, the Watertown Police Department Traffic Division maintains a team of accident reconstruction specialists who are on call twenty-four hours a day. These officers are capable of reconstructing an accident and determining vehicle speeds and other variables contributing to the accident.

The Traffic Division received a \$12,000 Grant from the Governor's Highway Safety Bureau. This grant allowed the department to concentrate on detecting seat belt violations, as well as detecting impaired drivers due to alcohol or drugs. \$5,000 of this grant was for the purchase of new equipment.

Traffic officers also install child safety car seats for town residents free of charge. Officers attend a forty-hour course to learn how to properly install child car seats. In 2004, officers installed 150 car seats.

The Traffic Division also received a grant of fifty bicycle safety helmets from the Governor's Highway Safety Bureau, for distribution to town youths in need of a helmet or in conjunction with a bicycle safety program.

In the Year 2004, the department issued the following motor vehicle citations:

30,470 Total Parking Violations

12,567 Total Moving Citations

These include:

OUI 1st	38
OUI 2nd	4
OUI 3rd	3
OUI Drugs	4
Suspended/Revoked Licenses	145
Operating W/O Being Licensed	131
1,063 Accidents:	
M/V vs. M/V	949
M/V vs. Fixed Object	63
M/V vs. Pedestrian	22
M/V vs. Bicycle	6
M/V vs. Other	23

There was one fatal M/V vs. Pedestrian accident in 2004.

The department also has a Commercial Vehicle Enforcement Unit. This unit ensures the safety of the motoring public and contributes to maintaining the integrity of the town roadways by inspecting commercial vehicles and their drivers for safety and equipment compliance as well as ensuring these vehicles are not overweight. This unit consists of three (3) officers who are trained and certified U.S. Department of Transportation (D.O.T.) inspectors. In 2004 alone they have made well over one hundred and fifty (150) inspections and have cited vehicles for having a combined total of 698,790 lbs. of overweight commercial vehicles on Watertown streets.



*New officers sworn in on September 28, 2004.
L to R: Town Manager Michael J. Driscoll, Officers Paul Fantasia,
Kevin McManus and David Crabbe, and Police Chief Edward Deveau.*



*Damage from bomb explosion at 313 Pleasant Street,
August 2004.*



313 Pleasant Street, location of bomb explosion, August 2004.

Fire Department

Fire and Emergency Incident Response

The Watertown Fire Department responded to 4,043 reported fires and emergency calls for assistance during 2004. A summary of those incidents and estimated property losses as compiled by the Fire Prevention Bureau is as follows:

Accidental alarms/system malfunction	527
Animal problem	20
Bomb scare	2
Electrical problem	32
Elevator problem	42

Fire other than building structures	21	Rubbish/dumpster fire	23
Gas leak or odor	13	Service assistance call	76
Grass/brush fire	1	Services not required	18
Hazardous leak or spill	5	Smoke condition	88
Heating system problem	36	Stove/grill fire	20
Lockout house or car	97	Structure/building fire	10
Medical aid	2472	Utility wires down	67
Miscellaneous	45	Water problems	145
Motor vehicle accident	205	Total Number of Emergency Responses for the Year 2004:	4043
Motor vehicle fires	9	Coverage Assignment/Mutual Aid	183
Oil leak or odor	69		

Annual Apparatus Response for 2004

Central Fire Station (Station 1), 99 Main Street:

Engine 1	1,483
Ladder 1	856

East Watertown Fire Station (Station 2), 564 Mount Auburn Street:

Engine 2	1,375
Ladder 2	556

North Watertown Fire Station (Station 3), 270 Orchard Street:

Engine 3	1,106
Fire Rescue (emergency medical ambulance)	2,346

Note: Some incidents require response of more than one unit to the scene of the emergency.

Four Multiple Alarm Fires in 2004

The Fire Department responded to many calls for structure and dwelling fires during the year. The initial response to such calls is by two engine companies and an aerial ladder company, under the command of the deputy fire chief on duty. This first-alarm response is usually sufficient to confine and extinguish the fire. However, when conditions require the response of more fire

apparatus, the officer in charge at the scene orders additional alarms to reinforce the initial fire attack. These additional or greater alarms bring additional engine companies and aerial ladder companies to the fire location.

Watertown firefighters responded to four multiple alarm fires in 2004 for which a second/third alarm was sounded. The locations of the fires and the dates of the incidents are as follows:

Date:	Location:	Type of Occupancy:	No. of Alarms:
March 16, 2004	18-20 Clyde Road	Multi-family dwelling	3
March 23, 2004	41 Quirk Street	Multi-family dwelling	2
April 13, 2004	20 Clarendon Street	Multi-family dwelling	3
September 23, 2004	38 Oakland Street	Multi-family dwelling	2

Mutual Aid Assistance from Other Greater Boston Fire Departments and Mutual Aid Response to Other Communities

The Watertown Fire Department thanks the Arlington, Belmont, Boston, Brookline, Cambridge, Newton and Waltham Fire Departments for providing fire scene response and fire station coverage during 2004 when all Watertown firefighters units were engaged in fire suppression activities. The Fire Department responded to other municipalities in Greater Boston several times in 2004, under the established Metrofire District mutual aid assistance agreement. These responses were to fires reported near the boundary between Watertown and an adjacent community, directly to the fire to assist with firefighting efforts, or to fire station coverage assignments during major fires in other cities and towns.

Estimated Property Losses in 2004:

Building and structure fires	\$1,425,000
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Estimated Largest Losses in Property:

18-20 Clyde Road	\$500,000
20 Clarendon Street	\$400,000
41 Quirk Street	\$250,000
38 Oakland Street	\$100,000
270 Pleasant Street	\$100,000
43 Hersom Street	\$50,000
46 Spring Street	\$25,000

Fees Collected:

Smoke detector inspections	\$31,120
Copies of departmental reports	\$345
Required Permits for product storage, or regulated activities	\$12,385
Annual fees for connection to master fire alarm boxes	\$15,400

Cargo tank-truck vehicle inspections	\$560
Required fire prevention inspections, conducted quarterly	\$630
Total Fees Collected	\$60,440

Inspections Conducted by Fire Apparatus:

Oil burner inspections	62
Smoke detector inspections	778
Inspections conducted quarterly:	
Day care facilities	44
Public and private schools	56
Community residences	20
Nursing care facilities	10
Handicapped workshops	20
Motels	4

Fire Department Provides Basic Emergency Medical Assistance

The Fire Department has provided basic emergency medical care and transportation for citizens in Watertown since 1975. The department has 78 firefighters who are certified Emergency Medical Technicians. The remaining firefighting personnel are qualified to state standards as Medical First Responders.

All members of the department certify annually in cardiopulmonary resuscitation (CPR) skills. The department's engine companies and ladder companies are also equipped to handle medical emergencies. The closest available Engine Company is dispatched with the Fire Rescue to medical assistance calls. Aerial ladder companies are sent to the emergency scene when their specialized rescue skills or equipment are needed.

Firefighters who are either Emergency Medical Technicians or Medical First Responders are also trained on the use of the semi-automatic cardiac defibrillator. These defibrillators have been carried on the Fire Rescue/Ambulance, as well as the first-responding engine companies and aerial ladder companies, for several years. The fire department upgraded their defibrillators during 2002 to newer models with enhanced features. The fire department added a stationary defibrillator in the lobby of Station 1 in 2004. Watertown was one of the first communities in the Greater Boston area to have these life-saving units available for early response to emergency medical incidents.

A cooperative agreement with a private ambulance company to provide Advanced Life Support (ALS) service in Watertown was instituted in November 1995. ALS services are provided by a non-transport Advanced Life Support unit staffed by two certified Paramedics.

The ALS system is a two-tier model. The Watertown Fire Department provides emergency medical Basic Life Support service, and the dispatch of its ambulance unit to the scene upon receipt of a medical emergency call. Watertown public safety dispatchers also send the ALS unit if the nature and circumstances of the reported incident, such as a cardiac-related emergency, are within certain guidelines.

Medical direction for Watertown Advanced Life Support activity is provided by the South Middlesex Emergency Medical Services Consortium through the Mount Auburn Hospital. Patients are treated and transported, usually in the Watertown Fire Department ambulance, within protocols and guidelines provided by the emergency medical region which provides oversight for ALS activity in the Greater Boston area. Ongoing clinical supervision and quality assurance is provided in conjunction with the South Middlesex and North Suburban EMS consortiums.

September 11, 2001 – United We Stand

The Fire Department participated in a September 11th ceremony to commemorate the third anniversary of the terrorist attacks of September 11, 2001, and the subsequent losses suffered at the World Trade Center, the Pentagon, and in Pennsylvania. Apparatus at the Main Street fire station and the firefighters on duty followed a plan of events recommended by the Fire Chiefs' Association of Massachusetts and the Professional Firefighters of Massachusetts. The Watertown Firefighters Local 1347 Color Guard participated. Off-duty members of the department were invited to attend, and many did so. The Firefighters Color Guard and Chief Mario Orangio also participated in the Community Remembrance held that evening at Saltonstall Park.

New Fire Incident Response Vehicle for Deputy Fire Chief

The Fire Department accepted delivery of a new deputy chief's incident response vehicle in March 2004. It is a Chevrolet Tahoe special-purpose unit, purchased under a Comm. of Mass. contract for public service vehicles.

New Engine Company to Replace Engine 2

The Fire Department accepted delivery of a new E-One Typhoon 1,250-gallon-per-minute pumper in March 2004 which was purchased under a Comm. of Mass. contract for public service vehicles. The 1988 E-One Cyclone that had been Engine 2 has been reassigned as Engine 4, the Department's reserve pumper. The 1973 Maxim pumper truck that had been the reserve pumper has been retired after 31 years of service to the Department.

Fire Department Participates in "Free Smoke Alarms for Seniors"

In collaboration with the Council on Aging, the Watertown Fire Department applied for and successfully received a grant from the Department of Fire Services/Department of Public Health for the installation of smoke alarms in senior citizens' homes. The Department has taken applications and to date, members of the Fire Department have installed over 150 smoke alarms as a result of this highly successful program. The Department looks forward to further grant opportunities to enhance and support fire prevention efforts in the community.

Personnel Activities in 2004

Town Manager Michael J. Driscoll made the following appointments and promotions during the year, in order to fill vacancies within the Fire Department:

Appointments

Michael Anastasi, Edward Farrell, Michael Raymond, and Jeffrey Campbell were appointed firefighters for the Town of Watertown on August 12, 2004.

Promotions

Captain Mario A. Orangio to Permanent Chief of the Department on February 26, 2004. Temporary Captain Eugene J. Merullo Jr. to Permanent Captain, Lieutenant Joseph J. Costa to Captain, Temporary Lieutenant Robert J. Mannix to Permanent Lieutenant, Firefighter Kevin R. McElroy to Lieutenant on April 15, 2004. Temporary Deputy Chief Robert Quinn to Permanent Deputy Chief on June 10, 2004. Captain Thomas P. McManus to Deputy Chief on September 30, 2004. Lieutenant Robert A. Iannetta to Captain on October 7, 2004. Firefighter Daniel A. Tardif to Lieutenant on October 14, 2004. Lieutenant William Gildea, Jr. to Temporary Captain, Firefighter

John Baccari to Temporary Lieutenant on October 28, 2004. These promotions were made to fill vacancies within the officer ranks.

Retirements

Provisional Fire Chief Anthony M. Gianotti retired on February 25, 2004, after serving the Fire Department and the Town of Watertown for more than 34 years. Chief Gianotti was appointed on May 1, 1969. He was promoted to Lieutenant on April 6, 1976. He was promoted to Captain on August 9, 1979. He was promoted to Deputy Chief on April 14, 1984. Deputy Chief Gianotti was appointed Provisional Fire Chief on July 10, 2003.

Firefighter Dominic R. Pontonio retired on March 1, 2004, after serving the Fire Department and Town of Watertown for more than 24 years.

Deputy Chief Robert H. McFarland retired on September 8, 2004, after serving the Fire Department and Town of Watertown for more than 36 years. He was appointed on October 26, 1967. He was promoted to Lieutenant on February 22, 1973. He was promoted to Captain on September 4, 1987. He was promoted to Deputy Chief on July 15, 1993.

Military Leave

Firefighter James Maloney, an officer in the U.S. Army Reserve, returned from active duty on May 1, 2004.



Town Manager Michael Driscoll, Fire Chief Mario Orangio, and Retired Fire Chief Paul McCaffrey.



Town Manager Michael Driscoll, Captain Robert Quinn (promoted to Deputy Chief on June 10, 2004), and Chief Mario Orangio.



Town Manager Michael Driscoll, Lt. Eugene Merullo (promoted to Captain on April 15, 2004), Lt. Joseph Costa (promoted to Captain on April 15, 2004), Firefighter Kevin McElroy (promoted to Lieutenant on April 15, 2004), Firefighter Robert Mannix (promoted to Lieutenant on April 15, 2004), and Fire Chief Mario Orangio.



Town Manager Michael Driscoll, Firefighter Jeffrey Campbell (started August 12, 2004), Firefighter Edward Farrell (started August 12, 2004), Firefighter Michael Raymond (started August 12, 2004), Firefighter Michael Anastasi (started August 12, 2004), and Fire Chief Mario Orangio.



Fire Chief Mario Orangio, Firefighter Daniel Tardif (promoted to Lieutenant October 14, 2004), Lieutenant Robert Iannetta (promoted to Captain October 7, 2004), Captain Thomas McManus (promoted to Deputy Chief September 30, 2004), and Town Manager Michael Driscoll.

Emergency Management

Emergency Management

The current practice in Massachusetts and other states is to designate what were formerly known as municipal “Civil Defense” agencies as “Emergency Management” organizations. The Town official responsible for the Emergency Management Department is known as the “local emergency management director.” Following the establishment of FEMA, the Federal Emergency Management Agency, states have generally followed suit. In Massachusetts, the Mass. Civil Defense Agency became the Mass. Emergency Management Agency. MEMA has encouraged cities and towns in Massachusetts to adopt the “emergency management” designations. This practice reflects the realization that community preparedness under civil defense guidelines has evolved to emergency preparedness and management efforts during and following natural and man-made emergency events. Those include hurricanes, winter storms, hazardous materials incidents, and now, unfortunately, terrorism incidents. Both FEMA and MEMA also recognize that municipalities deal with these emergencies through the efforts of their existing public safety, public works and public services departments. Cities and towns maintain their usual municipal operating structure, and can request needed state and federal resources through contact with MEMA area and state headquarters. MEMA considers the point-of-contact official to be the local emergency management director.

Emergency Management Activities

In Watertown the fire chief is currently the emergency management director. The Fire Department principal account clerk performs necessary emergency management clerical assignments. The projects and clerical assignments in 2004 included:

- Maintaining the town’s Comprehensive Emergency Management Plan (CEM Plan).
- Annual hazardous materials information management relating to SARA (Superfund Amendment and Reauthorization Act of 1986) Title III requirements.
- Clerical support for Local Emergency Planning Committee records and the required Hazardous Materials Response Plan annual review.
- Clerical support for FEMA CIVEX (Civilian Exercises), in which the town participates when these exercises are held.
- Other FEMA and Mass. Emergency Management Agency state and area headquarters clerical tasks, which require attention.

CEM Plan

Every community in Massachusetts has a Comprehensive Emergency Management Plan (CEM Plan). Town officials completed a major review of the Watertown CEM Plan during 2003. The CEM Plan is updated annually, and is subject to a major revision on a five-year cycle. Maintaining a current CEM Plan is essential to the community’s ability to respond to emergencies that can and do occur.

The revised Emergency Management Plan for Watertown provides a framework wherein the community can plan and perform their respective emergency functions during a disaster or emergency situation on the local, state or national level.

The Comprehensive Emergency Management Plan combines the four phases of emergency management:

1. Mitigation: Those activities that eliminate or reduce the probability of disaster;
2. Preparedness: Those activities which governments, organizations, and individuals develop to save lives and minimize damage;

3. Response: Those activities which prevent loss of lives and property and provide emergency assistance; and
4. Recovery: Those short- and long-term activities that return all systems to normal or improved standards.

The plan was written in accordance with existing federal, state and local statutes. Department heads assigned a responsibility under the plan were directed by the town manager to develop implementing procedures for each department, describing how response functions will be carried out. A copy of the CEM Plan is available for review during business hours at the Office of the Town Clerk, in the Administration Building.

Community Preparedness

Watertown has a designated (uncertified) Local Emergency Planning Committee, and a current Comprehensive Emergency Management Plan. Watertown would be eligible for federal or state assistance, financial or otherwise, in case of an emergency or disaster.

Watertown established an LEPC in 1988, as required. The LEPC included the town manager (as chairperson), the police and fire chiefs, the DPW superintendent, the health director, and the planning director. The committee also included “emergency planning coordinators” of facilities that were required to report amounts of certain hazardous materials if stored or used at their sites. The LEPC was required to develop a hazardous response plan, and did so. There is a requirement for the plan to be reviewed annually by members of the LEPC. The Town does so. Annually in March, the Town receives “Tier Two” inventories from facilities required to report the presence of certain hazardous materials during the previous year. Those reports are incorporated into an annual update, now known as *Section Five: Hazardous Materials*, of the CEM Plan.

The original focus of the LEPC was to be on transportation emergencies involving hazardous materials. Transportation modes are shipment by rail, highway, maritime vessel, aircraft and pipeline. At about the same time, the Massachusetts Hazardous Materials Response Team concept was developed. There are now six Regional Hazardous Materials Response Teams established, and available to respond to any community in the state. Team members are career fire-fighters from fire departments throughout Massachusetts. Team members are certified as hazard materials technicians after completing a 160-hour training course. Team members complete a minimum of 80 hours recurrent training annually. The Town's current hazardous materials plan calls for the response of the Mass. HazMat Regional Response Team when circumstances dictate.

Although the designated members of Watertown's LEPC do not often convene formally, the members nonetheless meet regularly as part of the Town Manager's staff. They work together at incidents when and as necessary, and communicate with one another as necessary.

Because of increased emphasis on homeland security and emergency planning, town officials have participated in several meetings, conferences and seminars during 2004.

- The local emergency management director attended monthly Emergency Management Directors meetings held at MEMA Region 1 Headquarters in Tewksbury.
- Members of the Watertown Police and Fire Departments, in conjunction with the Board of Health, participated in an "Anthrax Tabletop Exercise" in March of 2004.
- The local emergency management director attended a workshop, held by the EPA, on the role of the LEPC (local emergency planning committee) in Massachusetts's communities relative to the Environmental Protection and Community Right to Know Act (EPCRA).
- The Town was awarded two External Defibrillators from the Executive Office of Public Safety. One unit was deployed in the lobby of Fire Headquarters and the second will be deployed in the lobby of the new Public Works Building.
- The Town received a Homeland Security grant through the Executive Office of Public Safety that will enable the Town to develop its GIS capabilities.
- The Watertown Fire Department, through its affiliation with the MetroFire District, planned for and participated in the protective measures taken during the Democratic National Convention held in July in Boston.
- The Watertown Police Department, through its affiliation with the North East Law Enforcement Council, planned for and participated in the security measures taken during the Democratic National Convention held in July in Boston.
- The Town's Director of Public Health, Steven Ward, is a member of the Massachusetts Department of Public Health Region 4B Emergency Preparedness Committee and works closely with the MDPH on initiatives to ensure regional surge capacity; developing and implementing plans for mass dispensing and immunization centers across the region; participating in local and regional exercises; establishing coordinated syndromic surveillance capacity in the region; and providing a uniform, consistent 24/7 system for tracking, investigating, and responding to bioterrorism events or urgent communicable disease outbreaks.
- The Critical Incident Team chaired by Diane Boettcher of the School Department is comprised of public safety, school department and health officials. The Team meets monthly to plan for incidents in the Town's school system. Evacuation and lockdown procedures have been developed through this collaborative effort.
- Members of the LEPC attended a Regional Emergency Planning conference at the Lexington National Heritage Museum in December 2004. This was sponsored by the Northeast Homeland Security Regional Council of the Executive Office of Public Safety. Watertown Police Chief Edward Deveau is the Council's Chairperson.

The Town will continue to seek any appropriate grants for training and equipment relating to terrorism incidents that may become available through federal or state sources.

Community Development and Planning

The Department of Community Development & Planning was created through a vote of the Town Council in August, 1982. The Department provides a formal relationship and coordination between several boards, commissions and committees such as the Planning Board, Board of Appeals, Historical and Conservation Commissions, Historic District Commission, Housing Partnership, Watertown Arsenal Development Corporation, Watertown Community Foundation, Coolidge School Advisory Committee, Watertown Square Committee, the Facilities Inspection and Zoning Enforcement Divisions, and the Planning and Community Development Office. Each entity is accorded professional and support services by Department employees. The aim of integrating these related agencies is to improve communication and coordination and to provide services more efficiently to the community.

A summary report of the Department's major accomplishments for the year 2004 is as follows.

Planning and Community Development Division

The Division serves several important functions within the Department and the Town, among them is the following:

- Staff support to the Planning Board, Housing Partnership, Watertown Square Study Commission, Watertown Arsenal Development Corporation, Coolidge School Reuse Advisory Committee and the School Building Committee.
- Representation to several state and regional agencies including Metropolitan Area Planning Council, MBTA Advisory Board, and the Regional Transportation Advisory Council.
- Coordination of real estate development activities, land-use planning, transportation, housing and related policies;
- Coordination of the Town's capital improvements;

- Administration of various community development programs and grants such as the Small Cities, Home Improvement Loan Program, the federal HOME program.
- Initiation and administration of economic development policies and procedures which will allow Watertown to remain competitive in retaining and attracting investment to provide for revenue and employment growth.

Planning Board

During 2004, the Planning Board reviewed and made recommendations on numerous residential and commercial development projects. The Board reviewed a total of 14 Special Permit requests, 37 Variance requests and 28 Special Permit Finding requests. The Planning Board also reviewed four Amendment to Special Permit Finding requests, three Amendment to Variance requests and six Amendment to Special Permit requests. Projects of note include the review of a petition by Omni-point Holdings, Inc. to locate a cell antenna installation inside a 120-foot flag pole. The project met with great opposition by the neighborhood and was denied by the Planning Board. The Board also reviewed a petition to locate a two-family dwelling on the site of a former single-family dwelling at 9 Barbara Terrace. The project's denial by the Planning Board and subsequent construction of the two-family dwelling as of right generated substantial discussion throughout the community regarding the changing character of neighborhoods when existing dwellings are demolished and replaced. The Planning Board also reviewed and approved requests for two institutions that are relocating to Watertown. The Muscular Therapy Institute requested approval to relocate to 103 Morse Street from Cambridge. Boston Catholic Television

petitioned to relocate to 34 Chestnut Street from its location in Newton.

The existing Planning Board members include its Chairman, John B. Hawes, and members G. Jack Zollo, Linda Tuttle-Barletta, Jeffrey W. Brown and Juana M. Salazar.

Zoning Board of Appeals



John W. Marshall served as Chairman of the Board for the 2003-2004 year and has been re-elected to the position of Chairman to serve 2004-2005. John J. McCarthy, Jr. was also voted to continue serving the Board as Clerk. Full Members serving the Board for the year 2004 are: Anthony V. Furia; Elaine V. Grey; Harry J. Vlachos, and Alternate Member Melissa Santucci. In June 2004, John G. Gannon retired his position as Alternate Member.

Support Staff for the Zoning Board of Appeals includes Nancy Scott, Zoning Enforcement Officer; Mary Crain, Senior Planner; Louise Civetti, Clerk to the Board; and serving the Board as counsel, Michael V. Barba, Esquire.

During 2004, the Zoning Board of Appeals acted on a total of 103 petitions heard in accordance with the provisions of M.G.L. c. 40A, and the Watertown Zoning Ordinance. The petitions included: 15 Special Permit Applications; 30 Special Permit Finding Applications; 34 Variance Applications; seven Amendment to Special Permits; three Amendment to Special Permit Findings; six Amendment to Variances; seven Site Plan Reviews; one Comprehensive 40B Permit. Total fees collected for all petitions: \$13,895

The majority of the petitions before the Board this past year were for residential

properties involving building additions, upgrades, and requests for new or expanded driveways. A few of the non-residential/commercial cases were:

46 Elton Avenue – St. Stephen’s Church Armenian Day School constructed a second floor expanding the school to accommodate 20 additional students. The original building was constructed and opened in 1997.

46-50 Arsenal Street – Wild Willy’s Burgers, an 82-seat western-style restaurant. The remodeled former Woodworker’s Warehouse building together with the razing of the Prime Glass building provided a significant site upgrade with parking and drainage, alleviating a neighborhood drainage issue.

103 Morse Street – Muscular Therapy Institute, a vocational school in massage therapy licensed by the Department of Education and founded in Cambridge 15 years ago, purchased the building and will relocate from Cambridge to occupy 60% of the building. Satellite sticker parking at various locations is provided for students.

70 Phillips Street – The former Swiss-electronics manufacturing site, having an office building, 22-bay rental garages and manufacturing building, was sold in 2002. The manufacturing building has been vacant since that time. Approval was given to convert 21,000 sf manufacturing space for two recreational/instructional uses – *Full Out Cheerleading Academy*, instructional for cheering competition and tumbling, and *Extra Innings Baseball Clinic*, a training facility for public rental including private lessons and practice which include six indoor hitting & pitching tunnels.

25 & 34 Chestnut Street – Boston Catholic Television, Inc., located in Newton, intends to purchase the former St. Patrick’s convent from the Archdiocese. They have been granted approval for a studio addition, including roof-top satellite dishes, allowing BCTV to relocate its studio and office operation to this site.

410 Belmont Street – Oakley Country Club – Board denied Omnipoint Holdings (T-Mobile’s) request to locate a 120’ flag-style wireless telecommunication tower on its highest point within the grounds. Omnipoint appealed decision and is presently in litigation.

341 Mt. Auburn Street – Brigham House Associates LP – In 2003 the Board reaffirmed their decision to have the “Connector” removed. The chiller, relocated from the roof, was approved July, 2004 to be placed in the loading ramp 7’-8’ down between the two buildings (Hosmer School and Brigham House) below where the Connector is located. A 42” brick wall will be constructed to match building and will shield 2’ of the Connector from residents along Concord Road. A pedestrian connection will also be provided upon the relocation of the chiller. As of 2004, the Connector has not been removed and the chiller has not been relocated.

Update on Comprehensive 40B decisions:

75 Stanley Avenue a/k/a 555 Pleasant Street – former Infomart/Quincy Cold Storage site (case continued from 2003). Beacon Properties was granted approval January 2004 for a 375-unit residential complex: Phase I-Special Permit and Phase II-Comprehensive Permit, Chapter 40B. With this approval the Town will meet its requirement under c. 40B to devote 1.5% of its land to affordable housing. The decision was appealed by Stanley Realty Holdings, LLC and is currently in litigation.

57 Stanley Avenue – former Raytheon parking lot site, owned by The Gore Society. Stanley Realty Holdings, LLC proposed a 224-unit residential complex first by Special Permit, which was denied by the Board. Stanley then petitioned the Board under a Comprehensive 40B petition for a 264-unit residential complex. The Board denied the petition and is presently in litigation.

Zoning Officer

In the course of the year, the Zoning Officer reviewed 725 building permit applications; 95 occupancy applications; and 36 sign applications. There were 18 driveway extensions and/or new driveway approvals. Twelve Zoning Board Meetings were attended, including executive sessions; and five appearances at Waltham District Court in connection with Show Cause hearings.

Facilities Inspection Division

Inspector of Buildings

On June 1st, Ken Thompson was appointed Inspector of Buildings. Ken brings over 40 years of construction experience to this position, with the past 25 years being responsible for all Capital Improvements at a large multi-hospital health care provider on the North Shore.

He holds various professional licenses including the Massachusetts Construction Supervisor’s license and, after 17 years, continues to teach carpentry, State Building Code and Subcontracting for the Home Owner at the Evening Adult Education Program at North Shore Technical High School.

Ken looks forward to working with, not only the Town employees, but also the citizens of Watertown to assure that there continues to be a pleasant and safe environment for all.

Building Permits Issued	656
Occupancy Permits	84
Sign Permits	26
Certificates of Inspection	23
Complaints Investigated	33

Estimated Cost of New Construction:

Residential	\$2,425,400
Non-Residential	—

Estimated Costs of Additions and Alterations:

Residential	\$11,163,807 (514)
Non-Residential	\$31,419,755 (106)
GRAND TOTAL	\$45,008,962

Total Fees collected by the Building Department 2004 \$540,006

New Residential

- (1) Single-Family Residence
- (10) Two-Family Residences

Raze

- (8) Single-Family Residences
- (5) Two-Family residences
- (3) Commercial Buildings
- (1) Garage

Inspector of Wires

Permits Issued	603
Inspections/Reinspections	1350
Inspections for Occupancy Permits	84
Complaints Investigated	14
Fire Investigations	3
Electrical Layouts for Town and Contractors	54
Electrical Violation Letters	8

Electrical Violations

Residential	12
Commercial	1
Petitions Checked/Approved for Town Council from Boston Edison/NE Tel	6

Meetings

Consultations & Information with Town Residents	60
Boston Edison	.8
New England Telephone	.6

Electrical Inspectors	16
Traffic Commission	10
Street Light Outage and Follow-Up	26
Fire Inspector	3
Fire Alarm Inspections	.0
Town Council	0
Planning Board	12

Fees Collected \$79,997

Inspector of Plumbing/Gas

Plumbing:

Number of Plumbing Permits Issued	459
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Gas Fitting:

Number of Gas Permits Issued	580
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Fees Received from Plumbing/Gas Permits \$42,074

Conservation Commission

Members:

Marylouise Pallotta McDermott, Chairman
Susan Falkoff
Charles C. Bering
Nancy H. Hammett
Leo G. Martin
Bonnie Potocki
Louis M. Taverna
Patrick Fairbairn
Bruce W. Roberts, Conservation Agent

The Conservation Commission reviewed six Notices of Intent and issued six Order of Conditions for the following wetlands projects:

604 Pleasant Street – regrade and drainage improvement to a parking lot,

Pleasant Street between Howard and Bacon Street – replacement of 200 linear feet of gas line,

4 Wheeler Lane – demolish and rebuild a single-family home,

Mt. Auburn Cemetery – restoration of Willow Pond,

Mt. Auburn Cemetery – maintenance plan for ponds,

Charles River Road Playground – removal and installation of playground.

The Commission continued to work on revisions to the Watertown Wetlands Ordinance.

The Commission, in its pursuit of educational and public information efforts, is developing an informational brochure regarding the Commission, wetlands and permitting process. In addition, the Commission met with the Director of Public Works to review the Storm Water Management Plan and volunteered to work with the Department of Public Works in developing the public education efforts required under the Plan.

The Commission continues to work with the Charles River Conservancy and the Department of Conservation and Recreation in the planting and maintenance efforts along the river.

The Commission advanced the efforts to preserve open space. In particular, the Commission formally requested the Army Corps of Engineers that the GSA site be remediated properly before transferring the property to the Department of Conservation and Recreation, and be maintained and protected as wetlands.

Historical Commission

Members:

Roger Erickson, Chairperson
Henrietta Light
David J. Russo, Jr.
Victoria Carter
John Piantedosi
Marilynne Roach
Roberta Lane
Bruce W. Roberts, Preservation Agent

The Historical Commission continued to review building demolitions for properties of 50 years and older, in accordance to the *Watertown Demolition Delay Ordinance*. They held Public Hearings on 14 Demolition filings, of which seven were determined to be preferably preserved and were issued demolition delays.

In November, the Town Council adopted an amendment to the *Watertown Demolition Delay Ordinance*, extending the six-month demolition delay to one year. The Historic Commission issued its first 12-month demolition delay for 109 Spring Street, a circa 1830 federal-style cape on the *Watertown Historic Inventory*, one of the earliest houses remaining in the area northeast of the Square.

The Commission is developing guidelines for proposed Watertown Historic Landmarks and Neighborhood Conservation Districts.

The Commission held its fifth annual Preservation Night and Awards Program at the Commander's Mansion in May. The 2004 Watertown Preservation Awards were presented for preservation efforts to the following projects and individuals:

Award Category	Awardee
<i>The Richard E. Mastrangelo Memorial</i>	John DeToma
<i>The Citizenship Award</i>	Natalie Zakarian
<i>The Architectural Preservation</i>	Watertown Savings Bank
<i>The Architectural Preservation</i>	236 Mount Auburn Street
<i>The Architectural Preservation</i>	45 Mount Auburn Street
<i>The Historical Resources Preservation</i>	The First Parish of Watertown

The Commission recruited volunteers to conduct preliminary inventories on all the built structures in Watertown. The Commission provided a training workshop on architectural styles for the volunteers.

In the Fall, the Commission staffed an informational and volunteer recruitment booth at the Faire on the Square.



Watertown Historic District Commission

Members:

Harvey Steiner, Chairman
 Audrey Jones Childs
 Amleto "Mel" Martocchia
 Matthew Petrie
 Margaret Pasulka
 Linda Sternberg
 Victoria Carter
 Bruce W. Roberts, Preservation Agent

The Watertown Historic District Commission, appointed in December of 2003, began its year by developing an application form for Mount Auburn Street Historic District property owners who are proposing to build or alter an exterior architectural feature to their property. The Commission reviewed four projects, and issued two Certificates of Applicability.

In June, the Historic District mailed to all the homeowners of the District an informational letter, containing a copy of the application, and a meeting schedule.

Tree Warden

Bruce W. Roberts, ISACA
 Tree Warden

With an active and qualified Tree Warden under Massachusetts General Law Chapter 87, a tree division under the Department of Public Works, an appropriate annual budget for community forestry programs and an official Arbor Day observance and proclamation, Watertown continued to qualify for Tree City USA designation.

During the year, 172 trees were planted. Street trees accounted for 146 of these trees. Continuing with the policy adopted in 2001 to diversify street tree plantings, 20 different trees were planted. The trees planted this year along the streets of Watertown were: Autumn Blaze Maples, Red Maples, White Ashes, Ginkgos, Honey Locusts, Kentucky Coffee Trees, London Plain Trees, Swamp White Oaks, Shingle Oaks, Red Oaks, Pin Oaks, Little Leaf Lindens, Pioneer Elms, Japanese Zelkovas, Hedge Maples, Amur Maples, Snowgoose Cherries, Kwanzan Cherries, Aristocrat Pears, and Japanese Tree Lilacs. Following best management practice, trees planted under power lines were restricted to those that will not mature over 30 feet tall. In addition to street trees, 26 trees were planted in Watertown's parks.

Following a very difficult winter, a substantial number of public trees needed to be removed. In total, 142 trees were removed.

On Arbor Day, April 30th, three Tulip Trees were planted in a ceremony held at Victory Field. The Tulip Tree is a tree with an eventual large stature. The location was chosen to provide future shade to the adjacent lot. *Trees for Watertown* generously donated the beautiful trees which were planted by the Forestry Division of the DPW.

In early spring before it leafed out, a 7" caliper (trunk size) European Beech tree, located on the grounds of the Main Library, was moved to help make way for the Library expansion. This beautiful tree took the move very well. This project was made possible by the generosity of *Trees for Watertown* and the assistance of the DPW Forestry Division. An ideal home was found for it on a berm in Casey Park where it should be able to live out its long life providing beauty to all the park's visitors.

Continuing with recent tradition, an information booth and display was staffed by the Tree Warden at Faire on the Square.

Watertown Square Study Commission

The Watertown Square Study Commission was created in 1998 to develop recommendations for improving the Square's physical, traffic and economic conditions, and enhancing it as a business and social center of the Town.

In August of 1999, the Final Report on the Watertown Square Master Plan was submitted to the Town Council. It includes recommendations for physical improvements to the Square to improve its usefulness and comfort for walkers, bicycle riders and public transit commuters. It also recommends ways to make Watertown Square a destination for shopping, gathering, socializing and entertainment.

The Town Council voted to approve a request to transfer \$950,000 and a loan order in the amount of \$900,000 for a total project cost of \$1,850,000 to fund the improvements to Watertown Square. The project is comprised of two parts. Part A is Mill and Overlay work along with associated utility upgrades in Main Street and the Square. Part B includes streetscape improvements such as new sidewalks, accent bands, lighting, site furniture, trees and landscaping.

Santorelli Construction was selected as the contractor for the project and will begin work in April 2004. The Cecil Group and Bayside Engineering are the design consultants working with the Town to ensure that the project is developed in accordance with the Plans and Specifications developed prior to the public bid.

Construction began on the project in late spring of 2004. Sidewalks were replaced and new ramps constructed along the southerly side of Main Street extending from Churchill Street to the easterly side of Galen Street. The contractor has also installed a significant amount of underground conduit to accommodate the lighting and signalization upgrades in the current project and for future expansion. Construction will resume again in mid-April of 2005 with a projected completion date of June 30, 2005.

The Commission is currently chaired by Town Councilor Gus Bailey, and includes members Clinton J. Knight (Watertown/Belmont Chamber of Commerce), Alex Liazos (former chair), Rick Thomson (Thomson Safaris), Peter Brooks (Watertown Bicycle Committee), Joan Kraus (local resident), Ronald Dean (Watertown Savings Bank), Sandra Howard (Trees for Watertown), Betsy LaMond (local resident), Joseph P. McDonald (McDonald Funeral Home), Michael Donham (local resident), Al Gasper (Watertown Disabilities Commission).



Coolidge School Reuse Advisory Committee

The Coolidge School Reuse Advisory Committee was established by the Town Manager in December of 2000. The purpose of the Committee is to evaluate and recommend reuse alternatives for the Coolidge School located on Mount Auburn and Arlington Streets. This action was subsequent to the actions of the Watertown School Committee who relinquished care, custody and control of the property effective July 1, 2000, and the Watertown Town Council who transferred said care, custody and control to the Town Manager on said date, based on a Resolution adopted on June 13, 2000.

The following nine members serve on the Committee:

Sal Ciccarelli
Chair, District A Town Councilor
Gregory P. Watson,
Dir. of Community Development & Planning
John Bartley, Sr.,
East Watertown Betterment Association
G. Jack Zollo, Watertown Planning Board
Christine M. Bellis, Resident
Joan Merritt Kraus, Resident
Lucia H. Mastrangelo, Resident
Curtis Whitney, Resident

In December of 2002 a Request for Proposals (RFP) was issued to solicit reuse interest. Proposals were due on January 8, 2003. The initial RFP resulted in only one proposal which was not responsive to the specific requirements in the RFP. The Reuse Committee voted unanimously to amend the RFP and reissue it to solicit additional responses. The RFP was reissued and two proposals were received.

After careful review of each proposal, the Committee determined that the proposed lease payments to the Town did not meet expectations and recommended that the RFP be reissued. The Town Council must approve the lease to the ultimate user based upon the recommendation of the Town Manager. The Town Manager may request that the Committee continue to assist through the RFP and selection process.



In December of 2003 the Town again received two qualifying proposals for the reuse of the former Coolidge School. After several public meetings, the Committee completed its deliberation on the two proposals in April 2004 and recommended that the Town Manager award the Coolidge lease to the Mitchell Properties proposal. Mitchell's proposal will convert the former school into 35 units of apartments restricted to those 55 years of age and older. The term of the lease is for 50 years with options for the Town to renew in 20-year intervals. The developer would make an investment in the building of approximately \$8.6 million and contribute close to \$9 million in lease payments over the period of the lease. Final approval of the proposal is pending a determination by the Town Council of an appropriate location for a new Police Station.

Commander's Mansion

In the Commander's Mansion's third year of operation the Mansion has had a steady and continued rise in business. The business is highlighted as follows:

Bookings

January 2004 – December 2004

Weddings 58

Social Events (includes rehearsal dinners, showers, engagements, anniversaries & graduations)	27
Bar Mitzvahs	1
Corporate Social (includes holiday)	23
Corporate Meetings	19
Town/Comp/Promo	17
Funeral	1
Non-Profit	10
Photo-Shoot Location	0
Year End Total	156

Promotional Efforts

Advertising: Knot Website and Boston Agenda Website

We have begun to do some networking with The Massachusetts Managers of Historical Homes group and The Boston Wedding Group.

We still have a solid interest in wedding business; our goal for 2005 is to continue expanding our corporate events during the week. Year-to-date we have a total of 48 events definite for 2005 with dates still available for additional bookings. We have also started booking for 2006 with two events definite. We have seen a drop in business related to the uncertainty with the economy, however, we do feel we will see more events booking on shorter notice and will make up for the decrease we see now.

Watertown Arsenal Development Corporation

The Watertown Arsenal Development Corporation (WADC) was established in 1997 to oversee the redevelopment of the former Army Materials Technology Laboratory (AMTL) and was granted the authority to acquire the property from the Army and subsequently to convey for development. The following citizens were appointed by the Town Manager and Council served on the Board of Directors during 2004:

- John Airasian, Chairman
 - Sal Ciccarelli, Vice Chairman (Town Councilor)
 - Alison Carnduff, Treasurer
 - James McDermott, Clerk
 - James Bean
 - Joseph DiVico
 - Mark Sideris (Town Councilor)
 - Roberta Miller
 - John Portz (Town Councilor)
 - Ingrid Marchesano, Administrative Assistant
- Fundraising for the development of the Arts Center continued throughout 2004 and construction started in the fall of 2004.

Watertown Housing Partnership

The Watertown Housing Partnership oversees housing policy and programs for the Town. This year the Partnership continued to administer the HOME program, which brings federal dollars into Watertown to expand affordable housing opportunities. During 2004, the Town received \$240,000 in HOME program funding. The First Home program, which provides down-payment assistance for income-eligible first-time homebuyers, continues to be available, however rising home costs have made it very difficult to find homes that are priced within the maximum purchase price limits.

The Partnership contributed to the Marshall Place Apartments development project by voting to commit an additional \$136,623.42 in HOME funds for acquisition and development costs. Watertown Community Housing and CASCAP, Inc. have partnered to redevelop this former rest home into ten affordable rental units for senior citizens, plus one staff apartment.

The Partnership renegotiated an Affordable Housing Agreement for 13 affordable units at 20 Watertown Street, a mixed residential and retail development with a total of 134 units at the intersection of Galen and Watertown Streets. The site was purchased by Archstone Development and the Partnership worked towards a revised Affordable Housing Agreement that allowed the developer the option of renting the units with future conversion to condominiums.

A program to fund home repairs for low- and moderate-income homeowners was successfully run this year. Several homeowners were qualified to participate and received home rehabilitation assistance during 2004. The Planning Staff prepared a successful additional grant request for \$450,000 from the state Department of Housing and Community Development to pair with an additional allocation of \$150,000 from the Town Council to provide the funds needed to continue the program. Watertown Savings Bank also offers a source of additional loan funding as needed.

The Partnership began a review of the Inclusionary Zoning ordinance in order to determine ways to strengthen it. This review is ongoing and will be a component of the comprehensive Zoning review that will occur in the upcoming year.

The Partnership, through the Department of Community Development and Planning, continued to administer the “Get the Lead Out,” for owners of single- and two-family houses. This program is funded by the Massachusetts Housing Finance Agency.

The Partnership was chaired by Harold Bejcek, who also sits on the Council on Aging. Members include Thomas Wade (Watertown Housing Authority), James Barwell (Watertown Savings Bank) and David Leon (Watertown resident). During the year, Mr. Bejcek resigned, and Mr. Leon was voted in as new Chairman.





The Watertown Public Schools

The Schools

Watertown High School

Watertown High School completed its one hundred fifty-sixth year of operation in 2004.

The school completed its NEASC accreditation in March 2004. Ms. Constance Hyder and Ms. Karen Trenholm led this evaluation, done every ten years. During the summer of 2004, it was announced that the high school was awarded the NEASC highest standard and the school has two years (until October 2006) to indicate the status of each recommendation that was set forth by the NEASC evaluation committee. Some of the commendations include:

- A staff dedicated to providing a wide range of instructional activities.
- The high level of commitment to the intellectual and personal development of students.
- The significant involvement and contribution of parents in decision making.

The High School Leadership Team continued to guide the improvement process at the high school and directed the professional development programs offered to the staff for the improvement of student learning.

The Sports Management Club continued its annual "Mr. WHS" contest and provided holiday sharing with its "Secret Santa" program at the Hosmer School.

The initial planning for Phase 3 of the renovation project continued during 2004. The final renovations included a renovated library, boys and girls locker rooms, new flooring throughout the school, new student lockers and a renovated cafeteria for students. Phase 3 looks to the Winter of 2005 for completion.

The Fine, Applied and Performing Arts Department presented the musical "Fiddler on the Roof" to large audiences in the newly renovated Shaw auditorium. The drama program presented a very innovative and successful production of Thornton Wilder's "Our Town" in the auditorium, directed by WHS graduate Kate Kelly Adamson. Several students from the visual arts program were honored for their work in the Scholastic Art Competition. Technology in the graphics lab was upgraded, and student requests for enrollment in visual arts courses were the highest in years. The music program presented concerts to enthusiastic audiences in May and December. The string orchestra more than doubled in size in the Fall. The band, chorus and string orchestra all performed concerts for members of the Watertown community at venues such as the Watertown Mall, Tufts Health Plan Headquarters, Town Hall, and the community Memorial Day and September 11 ceremonies.

Watertown Middle School

In the 2004-2005 school year Watertown Middle School continues to focus on the individual needs of our students, both in and out of the classroom.

The year started with a new administrative team in place at the Middle School due to the retirement of Jane O'Connor, a longtime school administrator in Watertown. The focus of the new team, Jack Cawley, Acting Principal, Margaret LeBlanc and Holly Handlin, Acting Assistant Principals and Curriculum Coordinators, has been to improve communication within the school, between school and home, and to help teachers become more proficient in differentiated instruction and common assessment.

To address these issues, much of our professional development for staff has focused on differentiated instruction. Teachers have been meeting to develop units that will address the learning styles and needs of all our students. We will continue our efforts to make the curriculum challenging and accessible to all our students.

The Middle School has also created a weekly newsletter that is sent home to parents and posted on our website. The School Site Council is developing a parent handbook that will help families become familiar with the organization and functioning of the school.

In addition to our work in the areas of academics and communication, Watertown Middle School continues to run an extensive after-school program. Academic supports, such as homework clubs, combine with a variety of other opportunities from MCAS preparation to Rock & Roll Club to help enrich the lives of our students. Our "Kids Who Care" Club sent over 90 packages to American soldiers in Iraq in an effort to support our troops overseas.

The Middle School was last year's statewide champion for the Coats for Kids drive and the New England champion in the Pennies for Patients program. We have also created fundraising opportunities for students to donate to Tsunami Relief through UNICEF.

The Watertown Middle School looks forward to continuing its efforts to achieve excellence in the classroom and to enhance the Watertown community.

Hosmer Elementary School

Hosmer School is home to 480 students in 24 classrooms. Approximately 40% of our students come from bilingual homes and represent a myriad of ethnicities and cultures from around the world. We also provide a variety of inclusive programming for students with special needs. Remedial and challenge support is provided in the regular classroom whenever possible. Our special educators, reading specialists, and English as Second Language teachers work in the regular education classroom supporting students so that they successfully acquire the skills and knowledge needed to succeed in the mainstream. After-school tutoring and homework help is available for students needing extra academic support. We also provide a large number of after-school enrichment programs, including chess

clubs, foreign language classes, and science classes. Many of these programs are funded through a grant we received from the Harvard-O'Neal Community Fund.

Teachers work in grade level teams to collaboratively develop a consistent curriculum based on the Watertown Grade Level Outcomes. Grade level teams set goals together, discuss lessons, and share ways to successfully reach every child. Each grade level team has a representative on the school leadership team, the Hosmer School Improvement Team. Working with a school reform expert, Mr. Joe Palumbo from the organization Focus on Results, we identify ways to improve teaching and learning at Hosmer and create action plans which will lead to improvements.

Our parent community continues to be very active. The PTO conducts a number of fundraising events during the year with the moneys used for supporting enrichment activities and teacher projects. This year the Revels troupe has performed during the day for our students and at night for the whole community. Manquito, a Latin band, had all of our students dancing in the aisles of the auditorium, and a Chinese storyteller entranced our students. Enrichment funds also supported the work of a poet in residence who elicited beautiful poems from our students during a two-week residency. The PTO sponsors monthly Family Fun Nights with the typical attendance being between 100 and 200 people. Family Fun Nights include spaghetti suppers, bingo, Math and Science Nights, Family Poetry night, among others. We also have two very active parent/child book clubs, one for second and third graders and their parents and one for fourth and fifth graders and their parents.

The Hosmer School Site Council has continued to be a strong presence in the school, with up to 20 parents actively involved in Site Council projects. The Site Council is divided into four subcommittees – grounds and buildings, parent communication, academic achievement, and grants and fundraising.

James Russell Lowell Elementary School

The Lowell School has a diverse population of 370 students this year. The school continues to thrive as an active and involved school incorporating students, parents, professionals and paraprofessionals in an exciting learning community. Our goal this year has focused on meeting the individual needs of students. The staff works in teams to present the most comprehensive look at the learning style and development of each child. The staff is dedicated to the belief that all children can learn given the appropriate academic and emotional support that is required.

Our professional development supports our goals of high academic and social expectations through continued training in literacy, concentration in mathematics and the involvement of parents in the home-school connection.

We have been looking at the grade level outcomes for each subject and developing assessments to measure the success of students relative to the outcomes. In grade level teams staff continues to provide feedback and discussion around student work and how to continually improve upon our instructional practices and strategies.

The Lowell staff and the School Site Council are committed to meaningful parental involvement. The council has established subcommittees to develop ways to enhance the students' education. The Curriculum Enrichment Subcommittee has spent most of the year establishing a database of parents who have special skills or interesting jobs that could enhance the present curriculum. This is a challenging and exciting undertaking and we look forward to enriching our curriculum through parents and community members. The Council is also working on our Action Plan that will result in a comprehensive involvement of parents in various ways.

The Interim Principal, Marilyn Hollisian, will be leaving her post this year and the search for a new Lowell School Principal will begin with high expectations of maintaining a school that the Watertown community can continue to count on for its excellence and its dedicated staff.

Cunniff Elementary School

The Cunniff School is the smallest of the three elementary schools with a student population of approximately 280 children. During the 2003-2004 school year as well as 2004-2005 there are 14 classrooms consisting of seven primary classrooms and seven intermediate classrooms. The primary classes include one PreK-K program, and beginning in September 2004 one K-1 classroom. In addition there is a strong support staff. Along with the principal, Sharon Risso, they remain committed to fostering student growth in academic, social, and behavioral spheres.

In order to foster academic growth and improve student performance, teachers actively engaged in and practiced new understandings learned in a variety of Literacy workshops. (See separate town-wide Language Arts report.) While we have met the state-wide AYP standards in both Language and Mathematics each year, concerns about mathematics instruction and student achievement resulted in a new collaboration with EDC of Newton wherein teachers acted as consultants while piloting a revision of an earlier program called MathWorkshop. This is funded through a National Science Foundation grant. After an initial pilot of materials in grade 2 in 2003, in 2004 the collaboration expanded to include a third grade and two fourth grades. Because of teacher satisfaction with the materials, the approach, and the professional development that came with working with the EDC researchers, all classrooms began using MathWorkshop in September 2004.

Respect for differences has always been a hallmark of the school and is even more important now as the student population has become more diversified. While programming throughout the year integrates this theme, in March 2004 we celebrated a week of celebration of our diversity showcased student work which included: investigations into family heritage; the study of the countries and cultures of our heritage; the creation of puppets dressed in traditional costume; and data collection resulting in graphs to present data regarding our heritage. Stories from other cultures were shared and students enjoyed musical entertainment from South America. Plans were made for literature circles to be conducted in multi-grade groups with books that echoed the respect for differences and diversity theme. Books for the literature circle project were purchased with substantial support from the PTO.

The PTO works closely with staff and the principal to support the students and the community at large. In addition to the financial and moral support for diversity programs, the PTO funds an enrichment program throughout the year which brings special performances to the school every four-six weeks. Programs ranged from those supporting health and science with Slim Goodbody to Japanese Drummers. The PTO also funded grants to teachers on an individual basis and this year funded the establishment of a parent resource center.

Technology integration was an area of focus in the school action plan. Teachers worked individually, as teams, and/or in collaboration with the Integration Specialist and the Library/Media teacher. A significant number of projects were displayed at the townwide Technology Showcase. They varied from slide show presentations created by second graders integrating poetry, science, drawing, photography, and sound recordings to an incredible travel brochure for Massachusetts created by third grade students that integrated science, social studies, math, and language arts. Other projects

included a fifth grade website highlighting their many activities, such as attendance at Sargent Camp; a display to show the use of Intellikeys in first grade; multiple activities in health class using technology; the construction of part of the town of Watertown using mapping/construction software; and student generated newsletters using AlphaSmarts.

2004 activities included the first year of a student council with representatives from grades 3-5. Meeting once a month with the principal, assisted by one of the parent members of the school site council, they fielded questions from students, brought their concerns to the principal, and selected as their major project for the year the creation of basic rules of behavior for the cafeteria. After identifying the rules, they wrote and presented a skit to introduce and explain the rules to the other students.

Fifth graders were also engaged in their own dramatic presentation based upon their work in Social Studies regarding how immigration patterns brought settlers to Massachusetts. After writing the play themselves, thus addressing the drama component in our standards, they presented their play to the school during the day and to families at night. Students learned a great deal, making wonderful connections to what they had learned in social studies, and had the opportunity to further develop their creativity, as well as their writing.

Another evening event was the highly successful fifth grade science exhibit. With teacher guidance, as needed, and support from families at home, each fifth grade child selected a topic of interest to investigate. They then prepared and presented a display to communicate what they had learned. A fun-filled night for all – with the bonus of lots of learning about science!

The parents of the school are highly supportive of the students, but also of the families. Under the guidance and inspiration of a parent a new committee was formed called Helping Hands. As their name suggests, they

reach out to families in times of need and stress. They have prepared meals, helped with expenses, but also offered much needed moral support in times of illness, death, and house fires. Another outreach effort in which students were the primary agents was the annual *Pennies for Patients* fundraiser to support leukemia research. The third, fourth, and fifth graders reached out to soldiers serving abroad during the holiday season by writing over 600 cards to Mass. Army National Guard members.

The Departments

Personnel

2004 was a year of continued change for the Watertown Public Schools. The School Committee appointed a new Superintendent, Dr. Steven A. Hiersche, to replace Dr. Sally Dias, who had retired from public education in 2003. Dr. Hiersche transitioned into the Superintendency from Interim Superintendent Dr. James Earley in July.

Dr. Stephen Gould was permanently appointed to the position of Assistant Superintendent after having been the Interim Assistant Superintendent during Dr. Earley's superintendency. Ms. Marilyn Hollisian has continued in the role of Acting Principal at the Lowell Elementary School for the 2004-2005 school year.

Mr. Paul M. ("Mike") Noftsker, one of the two Housemasters, was appointed to the position of Acting Headmaster midway through the 2003-2004 school year and has continued in that capacity for the 2004-2005 school year. Replacing him as Housemaster on an acting basis was Mr. Michael McDermott. Ms. Connie Hyder was appointed to the position of Housemaster on a permanent basis, filling another vacancy. Mr. Joseph Tirone became Coordinator of the World Languages department, filling the vacancy left by Ms. Hyder. Mr. David Sheehan was appointed Social Studies Coordinator after the position was reinstated into the budget following cuts made in 2003-2004.

At the Middle School, following Ms. Jane O'Connor's retirement, Mr. Jack Cawley was appointed acting Principal; The Middle School Curriculum and Instruction Leaders, Ms. Holly Handlin and Ms. Margaret LeBlanc, were each appointed to half-time acting positions as Assistant Principal.

Mathematics

Because of the initiative at the Middle School to increase the number of students in algebra, this year we have had many more students studying geometry at the high school in their freshman year. This should help to better prepare students for the MCAS and SAT tests which they traditionally take when they are sophomores and juniors, respectively. At the high school, in addition to their regular math class, we offer an MCAS prep class for sophomores whom we think may have difficulty passing the MCAS test on their first attempt. Also, through a grant from the Department of Education, individual tutoring was provided for students who were not successful the first time they took the test.

Lesson study continues to be the focus of our professional development program at the high school. The math department participated with four other communities and several area colleges in the first year of a five-year grant funded by the National Science Foundation. The main areas of teacher participation included seminars, study groups, summer institutes and online courses. Two teachers in one study group presented their year's work on "the Mathematics of Voting" to teachers from the five communities at a Seminar held in Watertown. They have also been chosen to present their work at a regional conference of the National Council of Teachers of Mathematics in October.

One of the activities that took place for students was the "Math Expo" which involved math projects that our students had prepared. They were judged at the school and several of the projects were chosen to be displayed at the Museum of

Science on a Saturday in June. Students and parents were invited to the museum to view the projects as well as projects of students from the other four communities. Students explained the work they had done and the discoveries they had made. This event will be repeated again in June

At the Middle School, Math teachers have continued designing lessons through the Lesson Study process. Within this structure, they have explored different strategies so that all students have access to the math content. In the 2004-2005 school year, they have included special education teachers.

Social Studies

The Massachusetts Education Reform Act of 1993 set in motion the creation of curriculum frameworks in all disciplines. These documents describe what students should know and be able to do in specific academic areas. The frameworks were then followed by the introduction of the MCAS (Massachusetts Comprehensive Assessment System) used to test all students in grades 4, 8, and 10 according to framework content. As a result, changes have resulted in major curriculum revision of the social studies program. Although the Social Studies MCAS tests are not being administered this year, teachers are still preparing our students in the discipline.

Pre-Kindergarten, Kindergarten and Grade 1 students focus on socialization and communities. Second grade social studies emphasizes social skills, citizenship, an introduction to landforms and bodies of water. The study of Massachusetts history, Watertown and Native Americans forms the core of the third grade curriculum, along with a significant unit for Black History Month in January. To enhance their Massachusetts study, all third graders visited the Commonwealth Museum to view the Massachusetts Archives, and Gore Place in Waltham to view the different lifestyles of the upper class, working class, and the farming communities in the early 1800s. The fourth grade focus is on regions of the

United States, Mexico, Canada, and an optional study of Ancient China. Fifth grade classes expanded their study of United States history through the third presidency, including the study of explorers, Colonial Times and the Constitution.

Throughout the elementary grades, there is a continued emphasis on geography skills, including but not limited to map skills, with increased attention to integrating the acquisition and application of those skills within specific content studies. To meet the needs of our diverse population, we have expanded our use of resources by adding texts with a wide range of readability to facilitate differentiated instruction. In addition, many teachers are actively integrating social science topics into their reading and writing program.

Watertown's Middle School curriculum has been realigned to reflect the significantly different 2002 History and Social Sciences Curriculum Framework. Grade 6 students continue to study World Geography. The grade 7 curriculum still focuses on Ancient Civilizations, although some units have been expanded, added, or dropped to reflect the new framework standards. The grade 8 curriculum has completely changed, from U.S. History to World History.

In grade 8 the students start the year with a unit called "Facing History and Ourselves," which uses the study of the Holocaust to explore fundamental historical questions and themes. Then the students go on to study China, the Middle East (focusing on understanding the rise of Islam), Africa, and Europe in the Middle Ages and the Renaissance, including the exploration of the New World. Thus students will have the background they need when they go on to learn about the roots of American democracy in 9th grade.

The high school curriculum continues to undergo revision in order to reflect the state-mandated Social Studies Frameworks, the district-wide goals, and the recommendations of the NEASC report. The grade 9

and 10 programs focus on a two-year, United States history curriculum that utilizes various teaching techniques to achieve student understanding of foundations and the growth of American society. The grade 10 program also introduces the first of three advanced placement social studies options, namely United States history.

The United States history curriculum will prepare sophomores for the May 2005 U.S. history “trial” component of the MCAS Exam while at the same time fostering individual student interests. The two-year program culminates in an independent student project and presentation on an approved historical topic.

Throughout the year the social studies department has taken a number of steps to implement new courses in the 2005-2006 academic year. The grade 11 program will focus on World history and introduce a diversity of culture, politics and achievements. An AP European history course will also be offered. The grade 12 program will continue to offer courses in psychology and law, with an AP Psychology course, but will introduce a new course in Civics.

The Civics course will be for seniors and it will introduce to 18-year-olds the benefits and responsibilities of becoming fully recognized under the law. The course will also connect seniors to local, state and national politics as well as town civic organizations and it will bring students into the operation of government through activities such as Student Government Day, Student Advisory Council to the Massachusetts Board of Education, and serving on various high school and community boards.

In all classes, students will continue to integrate content with critical thinking skills in an effort to become well-informed and active citizens. The social studies curriculum will afford students the opportunity to better understand the world around them and to discover the common challenges that face all people in the modern world.

In addition to emphasizing the foundations of western civilization, students will study the history of Asia and Africa.

The social studies department maintains a vibrant interaction with the Watertown community. Many local representatives have visited classes to discuss such topics as law enforcement, media, culture, religion and politics. Student participation in local essay contests, such as the VFW’s “Voice of Democracy,” the World in Watertown’s “Dr. Martin Luther King, Jr.” and the Historical Society of Watertown’s competition, are annual events. The department hosts town dignitaries at its Memorial Day Assembly and sponsors interdisciplinary and community-based activities like the 2004 Presidential Election Week Project.

Technology

Technology use in the district rose dramatically in areas where the infrastructure was updated. The High School experienced a major overhaul this year with help from the renovation project as well as the Harvard Grant, with new computers in every classroom and four new labs dedicated to departments (Math, Social Studies, English and World Languages). The World Languages lab is especially impressive, with the ability to digitize and author products for advanced language learning. Science labs received new equipment in each lab, as well as LCD projection equipment.

The Middle School and elementary schools, still benefiting from hardware, software and training provided by the MetroLINC grant, are showing continued progress with technology integration as demonstrated by students at our annual Technology Showcase, held on December 6.

District use of wireless technology is developing. Security of our systems remains high on our list of priorities, as does the notion of “ubiquitous computing” for students and staff.

The year also saw the institutionalization of the new district-wide student information system (iPASS). This secure application has significantly raised the level of information flow and access within the district while better preserving the privacy of student records. The ability to download the information to a handheld PDA (personal digital assistant) has increased our ability to access student data in the event of an emergency.

The district website began a major rewrite this year to provide better communication and information service to the community. The work in progress is currently accessible through the main district website: <http://www.watertown.k12.ma.us>.

Our continuing focus on Universal Design and Assistive Technologies has strengthened our efforts to provide exemplary special education services to students in the district. Mainstreaming high- and low-tech tools allows all students to benefit from these assists.

English/Language Arts

During the 2003-2004 academic year, the Watertown High School English department piloted a new course, Contemporary Literature 12, created as a direct result of its curriculum revision emphasis during the previous two years. Teachers met often to discuss, revise, and evaluate this new course, as well as all other curriculum revisions and pertinent academic issues. They were grateful for ELA department meeting time as well as system-wide release days in which to accomplish this necessary and rewarding academic work.

Thanks to WHS construction funding, the English Department received its own state-of-the-art computer lab during the 2003-2004 school year. Room #255, newly refurbished and housing 23 brand new computers, a laser printer, and an overhead projector and screen, became a satellite classroom for the English department. Teachers were trained in the use of this

new equipment and conducted classes in this area every period of the day. Having access to this technologically equipped classroom improved the delivery of ELA curriculum in hundreds of current and exciting ways.

Grade 10 MCAS testing continued to dominate the WHS calendar. English and math re-tests were given during the months of November and March to students who failed the initial testing or were recent arrivals in this country. The ELA Long Composition was administered in April, and the regular 10th grade testing (multiple choice reading comprehension questions and open-ended short response essays) was held for a ten-day period in May. Make-up sessions were also held for those students absent from the regularly scheduled testing. An ongoing math-English tutorial program, targeting at-risk students, is grant-funded and administered by the ELA and math coordinators, along with a designee from the guidance department. Results have been promising, scores continue their upward momentum, but there is always room for improvement.

The newly refurbished WHS Auditorium was the site of several magnificent drama productions directed by Monica Hiller of the English department along with Dan Wulf of the math and music departments. Corporate donations from both the local Target store and Fleet Bank enabled the Brandeis New Repertory Theater to bring two marvelous productions – “To Kill A Mockingbird” and “Cyrano de Bergerac” – to Watertown High School English students. We remain eternally grateful to these two generous community resources for bringing professional-quality live theater to our youngsters.

Kathryn T. Delaney, the longtime ELA Curriculum Coordinator, sought and was awarded two enrichment grants through the generosity of the Watertown Education Foundation. These grant stipends enabled new ELA teachers Kristin Johnson Schuller and Tinamarie Salvucci Piscatelli to take on

the advisorships of the WHS literary magazine, *The Word Painter*, and the long-defunct school newspaper, *The Raider Times*. Maureen Regan, another member of the WHS English department, advised the award-winning WHS yearbook. The ELA department, as well as the entire WHS community, was grateful to the WEF for their generosity to our students.

As it has in the past, the WHS English department continued to work closely with Carey Conkey of the Young Adult Department of the Watertown Public Library and we were very appreciative of her efforts on behalf of our teachers and students. Our annual Summer Reading Program benefited from this strong connection between the Main Library and the Watertown schools and every year an increasingly larger percentage of our student body has completed the entire summer reading assignment.

The WHS English department attempted to provide maximum opportunities for all students to understand, achieve and excel. We remained firm in our commitment to teenagers and truly believed that every single one of them was able to learn and succeed.

At the Watertown Middle School, the English language arts department is continuing its writing portfolio review program three times a year. Both 6th grade Language Arts teachers are implementing the Writing Workshop program in which students write frequently in journals and then select journal pieces to take through the writing process of drafting, conferencing, revising, editing, and finally publishing and sharing the finished piece. Teachers in all three grades have students write in a variety of genres, including creative writing (stories, scripts, poetry), expository writing (essays, literary analysis, memoir writing, research reports, letters). In all genres, teachers emphasize logical organization, use of vivid and compelling detail to support ideas, variety and richness of vocabulary and sentence structure, and correct grammar and usage.

In March, 2004 all sixth and seventh grade students were given an MCAS prompt as a writing sample. The essays were scored by Department staff, who were trained using the Department of Education rubric and anchors. Teachers then went on to show their classes the anchor papers, explain the criteria for each score, and help the students to improve their essays. In addition to this emphasis on the MCAS Long Composition, the department has focused more on on-demand writing, especially on MCAS-type Open Response prompts which require the student to formulate ideas about a piece of literature and support them with evidence from the text. Teachers have worked together to create Open Response prompts based on literature read in class. Open Response writing thus has become fully integrated into the day-to-day instruction. Through these efforts, students are well prepared for the grade 7 Reading and Literature MCAS exam.

In addition to the regular literature instruction in Language Arts classes, all 6th grade students take a period a day of Reading in the Content Areas. Each term they focus on a different subject area, learning the strategies and tools they need to comprehend texts in Math, Science, Social Studies, and English. During the summer of 2004, 6th grade teachers of all four subjects were trained in the CRIS program of content area reading and study skills. The teachers worked together to select a “toolbox” of reading strategies that they all emphasize in their reading classes. The students learn how to activate their prior knowledge before reading and to preview the text and predict what it might be about. Students learn note-taking, highlighting, and self-questioning techniques to use during reading so their minds stay active and engaged. Finally, they learn various strategies to use after reading, such as different graphic organizers that help them summarize what they have learned. The goal of the course is to help students become independent readers and learners.

Teachers in all grades offer a wide range of classic and contemporary literature to their students. Some of the books are read and discussed together as a whole class, and some are read in student book groups. In seventh and eighth grade, the selections are often connected to what the students are studying in History. In addition, all Middle School English teachers have been trained in the Junior Great Books program, which has been implemented in all three grades. In this program, all students read challenging, high quality literature. They read each selection twice, develop their own interpretive questions for each story, and engage in structured “Shared Inquiry” discussions that explore these questions in-depth. The program requires students to find evidence in the text for their ideas, which helps prepare the students for the demands of the seventh grade MCAS test.

The Middle School English Language Arts teachers work hard to prepare each student for the demands of High School. The Coordinators of English at the Middle School and High School collaborate closely to make sure that the transition from 8th to 9th grade is smooth and that students enter Watertown High School with the knowledge and skills they need to succeed in the High School English program.

Guidance

The Watertown High School Guidance Program provides activities, interventions and services which assist students in achieving their maximum personal development, both as learners and as human beings. Guidance and counseling are vital components of the educational process which help students recognize their needs and abilities, and develop strategies to realize their full potential. The primary role of the guidance staff is to implement a developmental guidance program that will help all students acquire skills in the educational, personal and vocational areas necessary for living in a multicultural society. Guidance counselors act as student

advocates and work closely with other educators, parents and community members to provide opportunities for students to develop self-understanding, self-evaluation, and self-direction in order to lead productive, fulfilling lives.

Classroom-guidance programs are offered at all grade levels throughout the system. Topics addressed include orientation to the high school and middle school, testing awareness and interpretation, post-high school planning, communication skills, conflict resolution, bullyproofing, study skills, career development and violence prevention. Counselors at all levels work directly with students in one-to-one, small group and large group settings. By monitoring progress and coordinating a wide variety of resources counselors reach out to students and parents in times of need.

Critical incident planning has been a priority during the past two years. Counselors chair building-based and system-wide planning teams involving police, fire, health and school personnel. In conjunction with building administrators, procedures for lockdowns and evacuations have been developed. Counselors also have taken leadership for the implementation of a system-wide anti-bullying initiative. This year, a national expert has done a full-day training for all staff.

At all levels developing effective home-school partnerships with parents remains a high priority. In addition, counselors take leadership roles in all buildings, consulting with staff and outside resource personnel to plan interventions to improve student achievement.

Occupational Education: Career and Technical Education

The program areas in Occupational Education (Career and Technical Education) – Business Education, Family and Consumer Science, and Industrial Technology – continue to give students the opportunity to be part of a meaningful,

challenging educational experiences while gaining knowledge, skills, competencies, self-confidence and self-esteem to be successful in today’s changing world. Students participate in real-world projects that involve technology, high-level communications, and other career specific skills.

Work-based competencies using technology, organizing and analyzing information, interacting and working in teams, and taking responsibility for career and life choices are the foci of each of the program areas. Students are encouraged to meet the high expectations and performance levels embodied in the U.S. Department of Labor – Secretary’s Commission on Achieving Necessary Skills (SCANS) Report.

With a focus on financial literacy, the business education department together with the Watertown Savings Bank piloted a program, “Money Smart”; Fleet Bank made a presentation to all business education classes on checking and savings accounts, CDs, and banking products – information that all students should have knowledge about; speakers from the business community made presentations on investing, insurance, and real estate. Continuing were the TITAN project (an online business simulation competition) and the creation and presentation of a business plan in collaboration with a team of Bentley College students. Also initiated with The Women in Business component of the Chamber of Commerce was the invitation of two senior students to their monthly luncheon.

The CAD (Computer-Aided Design) classes designed and put forth a plan for the high school parking lot to be instituted once renovations are completed, while the computer repair strand of Industrial Technology piloted a new course, “Maintaining Your Computer.” Two of the Advanced Computer Repair students participated in the leadership institute under the BATEC initiative. Among the many projects in the wood program, students in this program continued to fabricate Adirondack chairs for presentation to retirees in the school system;

designed and constructed custom sink covers for one of the science labs; and designed and fabricated a handsome bookcase for the headmaster's office.

Meanwhile, the middle school Industrial Technology program enhanced its robotics program and entered into a robotics competition while the seventh grade students designed, fabricated and launched their rockets! Challenges and excitement builds around this middle school strand in grades 6 through 8.

In the Family and Consumer Science area, presentations by Healthy Futures were made to Child Development classes and connections forged with Children's Hospital for students to visit under their SCOOP program, which allows students to become knowledgeable with the myriad of medical careers. Students in the Food Services/Hospitality course planned, prepared, and served items for the annual Night of Excellence and for the NEASC Visiting Team.

These programs – Business Education, Family and Consumer Science, and Industrial Technology – continue to provide students with real-world activities designed to enhance their decision-making and problem-solving skills.

Fine, Applied, and Performing Arts

In 2004 the visual arts program continued to expand both its traditional media and technology enhanced art programs. Student enrollment requests for visual arts courses were the highest in years. Enrollments increased in the advanced studio arts classes, preparing student portfolios for collegiate art school admissions. The advanced computer graphic design/web design program also expanded with increased enrollment and updated hardware/software. Dan Dressler, visual arts instructor, shifted to full-day status at the High School and was named Webmaster for the District. Anna Lochiatto was selected for the Cuniff elementary art position. Several

students won awards for their artwork at the annual Globe Scholastic Art Competition. The annual K-12 all-school art show at the Watertown Mall in March was highly successful with a large crowd at the opening reception. Members of the High School String Ensemble, a WHS Clarinet Trio, and the Hosmer Elementary Chorus also performed for attendees at the opening reception. The High School radio and television department enhanced its work with the Video Yearbook and is still awaiting the upgrade of equipment and expansion of facilities planned as part of the WHS renovations.

The music program continued to expand its offerings, led by the more than doubling in size of the String Ensemble, under the direction of Dr. Frederik Schuetze, FAPA Curriculum Director. All four of the WHS music ensembles performed concerts for community members at various venues and are preparing for a return trip in April 2005 to a music festival in New York City. The WHS Pep Band, directed by Dan Jordan, continued to provide spirit at Fall football games. The strings program at the elementary (led by Amanda Scarpaci) and middle school level continued to be vibrant and active, performing Winter and Spring concerts and at Bandarama in March. Due to the combined efforts of Dr. Schuetze and Mr. Art Wallace (Middle School Band Director), members of the 7th-8th grade band continue to combine with the 7th-8th grade string orchestra to create a full orchestra numbering over 60 players, performing successfully on both Spring and Winter Concerts, as well as at Bandarama. Bandarama featured over 300 instrumental musicians grades 4-12 performing in a gala concert on the WHS Gymnasium floor before a large audience. The elementary choruses, under the direction of Gretchen Klaubert (Hosmer) and Kristin Savoie (Lowell and Cuniff) performed two concerts in Fall and Spring and performed for shoppers at the Watertown Mall in December.

The drama program presented several highly successful shows, including the musical "Fiddler on the Roof," directed by WHS English/Drama teacher Monica Hiller and WHS Chorus Director Dan Wulf, and an innovative production of "Our Town," directed by WHS grad Kate Kelly Adamson. The WHS Drama Club also prepared a student-directed production for the annual Massachusetts Drama Festival one-act play competition in March.

The FAPA department spent department meeting and professional development time continuing to update and upgrade grade/course level student expectations and outcomes and the proficiency exams to assess student learning. In response to last year's outside Visiting Team report, the department is rewriting its departmental mission statement and working on improved curriculum coordination and articulation between the different school levels in the District. More information and examples of student work are planned for the FAPA link on the redesigned District Website in 2005.

Science

At the middle school, teachers have been designing and revising units, based on the MA Science Standards and emphasizing differentiated instruction and assessments. They have worked on challenging activities and projects for high achievers and ways to teach and reteach the essential content in the units for those who have difficulty understanding the main concepts. Science teachers continue to pilot new modules from a variety of publishing companies.

The Science department at Waterown High School had a very talented and involved group of seniors this last year and worked with a fine group of students in grades 9, 10 and 11. Staff were actively involved in programs with Mr. Petricone at the Project STAR at the Smithsonian Astrophysical Lab at Harvard, Mr. Wilson and students working with the National Science Foundation Urban Ecology Institute at Boston College

and Mr. Wittenhagen working with the NSF Project SEED program at Northeastern University. Mr. LaRocca and Mr. Buckley worked in concert with the Leon Lowenstein Foundation on a successful biotechnology grant with the Boston Biomedical Research Institute. Mr. Buckley coordinated the first annual Science Exposition for WHS students in concert with BBRI. He also coordinated the Lowell Institute and Marine Ecology Project programs in collaboration with Harvard University involving over dozen WHS students. Some half dozen students were participants in the MIT Whitehead Institute Biotechnology Program. The Biology club conducted a highly successful marine biology expedition to the Dutch Caribbean island of Bonaire in the Netherlands Antilles. Sadly the science renovation project did not go well leaving many unresolved problems that will affect the science department negatively in the future. Worse yet the project provided no new or replacement science equipment – the “stuff of life” for the science classes. As I leave after 30 years it is with deep sorrow over the situation that the science department has been left in after the renovation, about which the science staff had negligible input.

Physical Education & Health

The Physical Education Curriculum emphasizes the importance of developing and promoting a healthy lifestyle by providing regular exercise and health education.

Through professional development opportunities, staff selected common learning outcomes that center around the physical, social and mental areas of fitness at all levels and developmental stages. The elementary, middle, and high school curriculum is aligned to meet the Massachusetts State Frameworks and NASPE Standards.

The elementary physical education program is developmental and emphasizes social, physical and mental health promotion.

Learning Standards K-5 emphasize through the Physical Health Strand: Growth and Development, Physical Activity and Fitness, and Nutrition. Through the Emotional Health Strand, curriculum focuses on Mental Health, Family Life, and Interpersonal Relationships. The Safety and Prevention Strand covers Disease Prevention, Safety and Injury Prevention and Violence Prevention.

The middle school physical education and health program includes health promotion that involves personal hygiene, fitness assessment, health-related fitness activities, team and individual sports, project adventure activities and self-testing skills. Fitness Gram software was used to assess student fitness levels. Activities were designed to address the importance of regular exercise so students would develop an understanding of lifelong fitness.

A Health Fair was presented to students at the Middle School with the assistance of physical education teachers Virginia Walsh and Tom Johnson.

The high school physical education course structure has been changed to include two grade levels – Grades 9/10 and Grades 11/12. Students and staff have adjusted well to this grade level change.

The high school physical education program offers several recreational and sport activities that promote healthy active lifestyles, social interaction, and interpersonal skills. Through the use of the fitness center, the physical education curriculum includes skills and knowledge on the fitness components and personal fitness plan development. Students at the high school also participate in fitness testing through the Fitness Gram program. With additional staff training, Project Adventure was implemented further to include many team-building skills through games, low elements and wall-climbing activities. Physical Education outside activities included cross-country skiing, golf and a trip to Fenway Park.

The health curriculum at the high school focuses on decision making, self-esteem, relationships, nutrition, consumer health, effects of alcohol, tobacco, and drugs, body systems, and disease prevention. The Watertown Police Department visited classes to discuss harmful use of drugs, alcohol, and driving under the influence.

Staff Development: Each year, staff is certified in CPR and First Aid. Project Alliance has also provided the opportunity to learn about Bullying and Mediation programs and Alcohol and Drug Abuse prevention. The staff at the high school completed training in Project Adventure and plans to continue training in order to implement the project adventure curriculum.

The Safe and Drug-Free Schools grant has provided students with two programs. The Peers Making Peace program, offered to students K-12, is a peer mediation program facilitated by students. Two to three staff members are trained in each school. Staff members provide student training and oversee the implementation of mediations. The Project Alliance membership funded through the SDFS Grant has provided staff with professional development in anti-bullying training and drug prevention education. Students from the high school participated in the Sean and Betsie training and developed a school assembly on anti-drinking and driving. The program was well received by students, teachers and administration.

Athletics

As the Watertown High School Athletics program continues its pursuit of excellence, we are fortunate to have realized many success stories in 2004. Watertown High School student/athletes continue to perform at the very highest level in the classroom. The overall GPA of Watertown High School student/athletes stands at an impressive 3.17.

The Red Raiders participated in a variety of sportsmanship events funded by the Watertown Education Foundation. Fifty-six students from Watertown and Belmont participated in a leadership development program designed to promote safe, respectful and healthy rivalries.



Six student/athletes were honored by the State for their community service efforts and Watertown received the coveted MIAA Sportsmanship Award for its exemplary work in making sportsmanship a priority.



The Girls Field Hockey Team continued its unprecedented success by capturing Middlesex League and Division II North titles.

In addition, during the 2004 season, the Boys Baseball team won four post-season MIAA tournament games to advance to the Division III North Finals.

WHS varsity squads competing in post-season play also included Cross Country, Golf, Boys and Girls Basketball, Wrestling, Girls Indoor Track and Boys and Girls Track and Field. Along with team honors, the following student/athletes received All-League recognition: Field Hockey –

Jay Quinn (League MVP), Katie Aylward, Kasey O'Laughlin, Kayla Romanelli, and Erin Alyward; Golf – Matt Nicholson; Football – Dan Chaisson, Shawn Spence, Len Holt, Max Kerman and Tarik Emara; Cross Country – Matthew Jablon and Sandra Burk; Soccer – Max Fosque, Felipe DeLucca and Liana Petruzzi; Girls Indoor Track – Devan Rousseau; Wrestling – Jesse Traficonte; Ice Hockey – Kevin Ackerly, Mike Cunningham, David Chase,

Alex Quinn, Hanna Robinson and Anna Garbier; Basketball – Max Kerman, Len Holt and Meaghan O'Donnell; Baseball – Dan Chaisson; Softball – Stephanie D'Amico; Outdoor Track – Devan Rousseau and Stephanie Colantonio. Watertown is fortunate to attract outstanding coaches who provide significant contributions to the Watertown High School Athletic program. In addition to a strong coaching contingent already in place, we welcomed newly appointed Head Boys Soccer Coach Peter Marini.



To enhance the pursuit of excellence in Watertown's athletic programming, the Athletic Advisory Board was established. The Ad Hoc board, comprised of student/athletes, parents, community members, coaches and administration will review, research and provide recommendations in three program areas, Communication, Program Development and Facilities.

The Watertown Savings Bank Community Fitness Center, located at Watertown High School, supervised by WHS Science teacher and Nationally Certified Strength and Conditioning Coach Mr. Brian Brewer and Watertown Police Officer George Hoffman, continues to be an important aspect in the personal strength and conditioning of our student/athletes.

Watertown Community Education

Watertown Community Education is a self-sustaining program of the Watertown Public Schools. It includes Adult and Community Education evening classes, the Before School Program at all three elementary schools, Courses for Kids at the elementary schools, the Hosmer Extended Day Program, the Cunniff Voyager Program, the Lowell Extended Day Program, the 21st Century Grant-funded after-school activities at the Middle School and the Summer School Program for children Pre-K through grade 12.

The Adult and Community Education Program provides exciting, low-cost learning opportunities designed to answer the needs and interests of Watertown's diverse adult

population. The Adult Program provides courses for working people and professionals, people new or returning to the workforce, newcomers to the United States, people of all ages who seek a fun, active alternative to the usual evening routine. The Program offers approximately 30 courses each year in a wide range of subjects including watercolor, basic and digital photography, knitting, mosaics, buying and

selling on E-bay, French, German, Spanish, guitar lessons, Argentinean tango, golf, yoga, aerobics and nature classes in collaboration with the Massachusetts Audubon Society. Also, in collaboration with the Watertown Free Public Library, Project Literacy provides a free English as a Second Language program. Watertown Adult Education coordinated a townwide Yard Sale in May 2004 in which over sixty families participated and the plan is to make this an annual community event.

The Before School Program offers a supervised place for children Grades Pre-K through Grade 5 before the regular school day begins.

The Extended Day Program provides after school care for children Grades Pre-K through Grade 5 until 6 pm daily. In addition, the Program offers a safe and enriching place during conference days, early release days, full-day February and April Vacations and ten weeks during the summer.

The Program also offers an emergency drop-off service at both Before and Extended Day, for parent/guardians who may have a commitment or an urgent matter to attend to on an occasional basis.

Courses for Kids is an after-school enrichment program at the elementary schools that provides classes such as woodworking, nature detectives, art, mad science, chess, drama, karate and Irish dancing

The Watertown Middle School has been awarded a 21st Century Grant from the Department of Education from 2003 to 2008. The grant currently funds 30 after-school clubs including homework clubs, the MCAS Academy and enrichment clubs, such as robotics, girls reading group, art mural club, woodworking, young women's issues/self-defense, drama, the All That Club (creative art activities), Kids Who Care (community service including adopting a Marine stationed in Iraq), beading, chess,

rock band, softball skills, 8th grade police academy and Build Our Own Instruments (BOSE). In addition, the District received supplemental funds to run FitMath aerobics and a summer math program in 2005.

Watertown Community Education provides an exciting Summer Program that helps families plan a summer full of enjoyable, varied, and meaningful activities for their children. It consists of an early childhood and special education component, an academic program and enrichment classes. Academic courses are designed for students who wish to improve a low or failing grade. The curriculum is geared toward building skills as well as meeting credit requirements and is based on the individual needs of the students enrolled. The full day ten-week Summer Safari Program is enrichment-based and includes breakfast, lunch and field trips.

Watertown Community Education is committed to building partnerships that will create and continue to provide programs that meet the needs of adults, families and children in Watertown.

English as a Second Language Program

The English as a Second Language (ESL) Program is provided for students whose first language is other than English and who require assistance in learning the English language. The goal of the ESL Program is to provide students with the skills to function successfully in an English-speaking environment. ESL classes develop proficiency in speaking, listening, reading, and writing in social and academic settings.

At the Cunniff, Hosmer and Lowell Elementary Schools, ESL students are placed in regular grade-level classrooms with English-proficient students. An ESL teacher works collaboratively with the classroom teacher to provide instructional assistance to students. ESL students may be instructed in a small group or in a separate

classroom for part of the day. However, ESL students spend most of the school day in grade-level classrooms.

At Watertown Middle School, ESL students and English-proficient students are integrated for instruction in content classes such as mathematics, science, language arts and social studies. Some of these classes are co-taught by ESL teachers and content teachers. There are also separate classes for ESL students to help them with language development and content assignments.

At Watertown High School, students are placed in beginning, intermediate or advanced ESL classes depending on their English language proficiency level. There are social studies and language arts courses specifically designed to promote ESL students' language development. ESL students are also placed in regular content classes such as mathematics and science.

All students in the ESL Program receive instruction in sheltered English. Sheltered English is an approach for helping ESL students learn required subject matter such as science, social studies, mathematics and language arts while at the same time promoting their language development. In a sheltered English classroom, ESL students have numerous opportunities to discuss content-area concepts with teachers and other students. Hands-on activities, pictures, visuals, technology and adapted materials are utilized to make academic assignments understandable to ESL students. Helping ESL students make connections between subject matter and their prior knowledge is emphasized. Students work with grade-level textbooks in addition to instructional materials designed for ESL students. The language of instruction is English. A student's native language may be used occasionally for clarification purposes.

Nursing

The Watertown School Nurses are an integral part of the educational team. They are licensed professionals practicing as public health nurses for the school population as well as health professionals functioning in an educational environment. The school nursing role includes a wide range of responsibilities and provides many health services such as:

- State-mandated screenings
- Medication administration and monitoring
- Student health assessments
- Skilled nursing care and case management for children with special health needs
- Monitoring of mandated immunizations
- Provision of acute/emergency care
- Health counseling/education
- Safety of the school environment/communicable disease control
- Staff wellness/health education/resource
- Participation in preparation and implementation of Individual Education
- Plans (IEPs) and 504 accommodation plans
- Teacher/interdisciplinary collaboration

In addition to fulfilling all the above mentioned responsibilities, during the period of September 2004 through November 2004, the Watertown school nurses logged over 4800 visits to the nurses' offices.

Health care issues present one of the greatest challenges facing our society today. The Watertown School Nurses will continue to face this challenge in the school setting by acting as a liaison between education and health care. They are a link between school, home and community.

World Languages

Starting in grade 6 of the Watertown Middle School, students have the opportunity to study French, Italian and Spanish. With the addition of the new Advanced Placement program of Italian at Watertown High School, students in all three languages now have the opportunity to take an Advanced Placement course.

Pamela Bourke from Watertown Middle School and Barbara Williams from Watertown High School organized and chaperoned a three-day trip to Montreal. The students of French had the opportunity to live and breathe the language they have been studying.

The following students ranked nationally in the *Grand Concours 2004* French exam: Emma Philley, Jennifer Balabanian, Hannah Epstein, Zachery Jefferson and Chantel Balesdent.

An interdisciplinary team consisting of Roberta Best, Barbara Williams, Maria Albanese and Phillip Henry is organizing a celebration in honor of The Year of Languages 2005. Students that are studying a foreign language will have many opportunities to demonstrate their knowledge of the language and culture, some of them include writing a story in the language, sharing a dessert or appetizer, posing as a famous character of the country or teaching a song from the language studied.

Beth Sahakian, director of Community Education in Watertown, obtained funding from the 21st Century Grant, permitting Rita Foglia, program coordinator, to bring from Mexico, Epifanio Fuentes, a sculptor of animals made from wood. Mr. Fuentes is touring the United States through the Community Partnership Program of the

Margaritas Mexican Restaurants. He will demonstrate his craft to the students of the Watertown Middle School, After-School Program with art teacher Joanne Murrman and E.E.L. teacher Judy Powers. Students of Spanish at the Middle School will have the opportunity to interview the artist in his native language. The sculpture, made in the presence of the students, will be donated to the school.

For over 20 years, Ahahid Yacoubian, teacher of the Armenian language and culture, has been raising scholarship money for deserving students of Armenian descent. The products for the bake sales of Middle Eastern food are generously donated by parents and the local Armenian bakeries: Arax, Eastern, Massis and Sevan. All members of our school community enjoy these exotic treats. The Haigun Organization has also established a scholarship for students of Armenian decent that demonstrate academic excellence.

Maria Albanese's Italian II classes studied the city of Florence in the region of Tuscany. The students made models of churches, town squares, museums and other landmarks. You can take a brief trip to Italy by visiting the newly renovated Watertown High School Library, where you will see replicas of: the Duomo, Palazzo Pitti, Ponte Vecchio, Campanile di Giotto and Galleria degli Uffizi, among the many models that are on display.

Laura Colangelo, Italian teacher at Watertown High School, co-authored an article in the ACTFL Foreign Language Annals, "Full Scale Theater Production and Foreign Language Learning," with Professor Colleen Ryan-Scheutz of the University of Notre Dame. The article can be found in volume 37, no. 3 of 2004.

Voting Results

Total Tally Sheet

State Election

November 2, 2004

Precinct Cast	Total Votes	Wat. Prec. A-1	Wat. Prec. A-2	Wat. Prec. A-3	Wat. Prec. B-4	Wat. Prec. B-5	Wat. Prec. B-6	Wat. Prec. C-7	Wat. Prec. C-8	Wat. Prec. C-9	Wat. Prec. D10	Wat. Prec. D11	Wat. Prec. D12	Grand Total
OFFICES and CANDIDATES														
Voters:	1123	1204	1325	1509	1334	1210	1527	1490	842	1384	1304	1309	15561	
Registered Voters:	1565	1740	1912	1997	1866	1755	1947	1981	1306	1847	1774	1814	21504	
% Voting:	71.76%	69.20%	69.30%	75.56%	71.49%	68.95%	78.43%	75.21%	64.47%	74.93%	73.51%	72.16%	72.36%	
Electors of President and Vice President														
Blanks	13	15	14	16	9	6	12	16	9	13	7	15	145	
BADNARIK and CAMPAGNA	6	8	9	13	12	7	9	2	7	5	4	12	94	
BUSH and CHENEY	324	274	312	332	315	290	438	431	218	464	421	372	4191	
COBB and LaMARCHE	2	6	11	5	6	9	6	9	5	3	3	8	73	
KERRY & EDWARDS	768	897	969	1131	984	884	1057	1025	600	892	865	898	10970	
Write-in	10	4	10	12	8	14	5	7	3	7	4	4	88	
TOTAL	1123	1204	1325	1509	1334	1210	1527	1490	842	1384	1304	1309	15561	
Representative in Congress														
Blanks	90	106	97	96	92	80	98	101	53	81	86	88	1068	
EDWARD J. MARKEY	732	855	947	1078	932	869	1042	1016	593	929	903	885	10781	
KENNETH G. CHASE	250	186	228	282	244	209	309	312	151	320	269	275	3035	
JAMES O. HALL	50	55	51	51	66	50	76	61	45	54	46	60	665	
Write-in	1	2	2	2	0	2	2	0	0	0	0	1	12	
TOTAL	1123	1204	1325	1509	1334	1210	1527	1490	842	1384	1304	1309	15561	
Councillor														
Blanks	262	263	285	425	321	255	395	314	169	282	246	294	3511	
MARILYN M. PETITTO DEVANEY	849	932	1031	1066	998	942	1122	1156	657	1089	1042	1000	11884	
Write-in	12	9	9	18	15	13	10	20	16	13	16	15	166	
TOTAL	1123	1204	1325	1509	1334	1210	1527	1490	842	1384	1304	1309	15561	
Senator in General Court														
Blanks	98	99	83	99	77	75	101	94	61	60	73	78	998	
STEVEN A. TOLMAN	807	953	1049	1199	1046	939	1190	1160	660	1067	1041	1031	12142	
ROBERT P. FERENCSKI	216	150	193	209	210	194	236	234	120	256	189	198	2405	
Write-in	2	2	0	2	1	2	0	2	1	1	1	2	16	
TOTAL	1123	1204	1325	1509	1334	1210	1527	1490	842	1384	1304	1309	15561	
Representative in General Court 10th Middlesex														
Blanks										284			284	
PETER J. KOUTOUJIAN										1082			1082	
Write-in										18			18	
TOTAL	0	0	0	0	0	0	0	0	0	1384	0	0	1384	
Representative in General Court 29th Middlesex														
Blanks	239	204	228	289	245	229	294	265	150		215	255	2613	
RACHEL KAPRIELIAN	867	987	1086	1209	1080	976	1226	1198	678		1074	1035	11416	
Write-in	17	13	11	11	9	5	7	27	14		15	19	148	
TOTAL	1123	1204	1325	1509	1334	1210	1527	1490	842	0	1304	1309	14177	
Sheriff														
Blanks	318	314	337	470	343	298	407	366	180	319	310	332	3994	
JAMES V. DIPAOLO	792	877	974	1026	980	905	1114	1110	648	1052	979	968	11425	
Write-in	13	13	14	13	11	7	6	14	14	13	15	9	142	
TOTAL	1123	1204	1325	1509	1334	1210	1527	1490	842	1384	1304	1309	15561	
Question 1														
Blanks	257	241	228	197	196	202	237	232	155		236	194	2375	
YES	582	658	813	967	776	698	804	764	418		541	615	7636	
NO	284	305	284	345	362	310	486	494	269		527	500	4166	
TOTAL	1123	1204	1325	1509	1334	1210	1527	1490	842	0	1304	1309	14177	

Total Tally Sheet
 Presidential Primary
 Democratic Ballot
 March 2, 2004

Precinct Votes Cast	Total	Wat. Prec. A-1	Wat. Prec. A-2	Wat. Prec. A-3	Wat. Prec. B-4	Wat. Prec. B-5	Wat. Prec. B-6	Wat. Prec. C-7	Wat. Prec. C-8	Wat. Prec. C-9	Wat. Prec. D10	Wat. Prec. D11	Wat. Prec. 12	Grand Total
OFFICES and CANDIDATES														
Voters:		288	298	393	492	396	342	466	424	245	416	388	347	4495
Presidential Preference														
Blanks		5	1	2	3	1	3	5	3	4	8	4	0	39
RICHARD GEPHARDT		1	1	0	0	0	2	2	1	1	3	0	1	12
JOSEPH LIEBERMAN		0	0	2	4	3	2	3	0	1	8	5	1	29
WESLEY K. CLARK		2	1	0	5	0	2	0	0	2	1	2	6	21
HOWARD DEAN		16	11	10	29	14	11	27	13	5	10	16	11	173
CAROL MOSELEY BRAUN		2	0	0	0	0	2	0	1	0	1	0	1	7
JOHN EDWARDS		49	49	84	69	67	65	100	79	54	76	78	57	827
DENNIS J. KUCINICH		15	23	26	36	36	29	32	48	8	11	8	19	291
JOHN F. KERRY		196	211	261	339	266	221	291	272	166	293	263	242	3021
LYNDON H. LAROUCHE, JR		0	0	1	0	1	0	0	1	1	0	1	0	5
AL SHARPTON		0	0	3	6	6	4	2	2	1	2	7	4	37
No Preference		2	1	3	1	1	0	4	4	2	2	4	3	27
Write-ins		0	0	1	0	1	1	0	0	0	1	0	2	6
TOTAL		288	298	393	492	396	342	466	424	245	416	388	347	4495
State Committee Man														
Blanks		50	43	72	79	62	59	78	62	51	66	67	52	741
STEVEN A. TOLMAN		238	251	320	410	330	280	385	359	193	346	318	291	3721
Write-ins		0	4	1	3	4	3	3	3	1	4	3	4	33
TOTAL		288	298	393	492	396	342	466	424	245	416	388	347	4495
State Committee Woman														
Blanks		53	52	88	91	73	60	99	73	58	78	73	58	856
RACHEL KAPRIELIAN		234	241	304	399	321	280	363	349	185	333	311	285	3605
Write-ins		1	5	1	2	2	2	4	2	2	5	4	4	34
TOTAL		288	298	393	492	396	342	466	424	245	416	388	347	4495

Total Tally Sheet

State Primary
Democratic Ballot
September 14, 2004

Precinct Votes Cast	Total	Wat. Prec. A-1	Wat. Prec. A-2	Wat. Prec. A-3	Wat. Prec. B-4	Wat. Prec. B-5	Wat. Prec. B-6	Wat. Prec. C-7	Wat. Prec. C-8	Wat. Prec. C-9	Wat. Prec. D10	Wat. Prec. D11	Wat. Prec. D12	Grand Total
OFFICES and CANDIDATES														
Votes Cast:		96	80	105	88	74	97	112	102	79	94	105	88	1120
REPRESENTATIVE IN CONGRESS														
Blanks		9	11	11	12	5	13	13	26	16	19	20	5	160
EDWARD J. MARKEY		85	69	93	76	67	83	99	75	61	75	85	81	949
Write-ins		2	0	1	0	2	1	0	1	2	0	0	2	11
TOTAL		96	80	105	88	74	97	112	102	79	94	105	88	1120
COUNCILLOR														
Blanks		11	12	13	22	16	17	26	17	12	18	11	14	189
MARILYN M. PETITTO DEVANEY		83	66	92	63	55	78	85	85	66	76	90	73	912
Write-ins		2	2	0	3	3	2	1	0	1	0	4	1	19
TOTAL		96	80	105	88	74	97	112	102	79	94	105	88	1120
SENATOR IN GENERAL COURT														
Blanks		5	6	11	3	4	11	11	7	10	10	12	6	96
STEVEN A. TOLMAN		90	74	92	85	69	86	101	95	67	84	93	80	1016
Write-ins		1	0	2	0	1	0	0	0	2	0	0	2	8
TOTAL		96	80	105	88	74	97	112	102	79	94	105	88	1120
REPRESENTATIVE IN GENERAL COURT														
Blanks		6	13	11	8	6	12	14	15	8		19	11	123
RACHEL KAPRIELIAN		89	65	93	80	67	85	96	86	69		85	74	889
Write-ins		1	2	1	0	1	0	2	1	2		1	3	14
TOTAL		96	80	105	88	74	97	112	102	79		105	88	1026
REPRESENTATIVE IN GENERAL COURT														
Blanks											10			10
PETER J. KOUTOUJIAN											84			84
Write-ins											0			0
TOTAL											94			94
SHERIFF														
Blanks		8	12	17	18	14	12	11	12	7	7	8	4	130
JAMES V. DiPAOLA		70	48	73	57	43	69	71	75	48	62	72	63	751
ROBERT A. DeMOURA		8	10	5	8	4	7	9	10	12	13	11	12	109
BRIAN M. GILLIS		9	10	10	5	12	9	21	4	11	11	14	9	125
Write-ins		1	0	0	0	1	0	0	1	1	1	0	0	5
TOTAL		96	80	105	88	74	97	112	102	79	94	105	88	1120